

EVENT  
PLANNING  
CHECKLIST



BY CHOICE HOTELS

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**[www.TonysCottageInn.com](http://www.TonysCottageInn.com)**



# Tony's Cottage Inn Meeting Planning Checklist

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## Clarify the "Readerboard":

The "Readerboard" is the name you want posted on the daily meetings listing in the lobbies of the properties. This should be the name your attendees will recognize.

## Planning Contact vs. On Site Contact:

If you are planning the conference but will not actually be on site, please let your planner know who the on-site contact from your organization will be.

## Clarify Conference Billing:

- Direct Bill
- Pay Upon Departure
- Credit Card
- Split Billing
- Bill to Third Party
- Which individuals are able to sign charges to the Master Account?

## Clarify Guestroom Billing:

- Guestroom and tax, incidentals billed to the individuals.
- Guestroom and tax billed to the group, incidentals billed to the individuals.
- Guestroom and tax, incidentals billed to the group.

## Rooming List/Cut Off Date:

- Rooming lists are due to your coordinator one month prior to the first day of your conference.
- The cutoff date standard is one month prior to the first day of your conference.  On the cutoff date, any rooms not picked up by your group or your rooming list will be released for public sale.

## Provide Function Room Itinerary for Each Room:

- Room start and end time

## Provide General Function Room Setups for Each Function Room

- Classroom
- Classroom w/Theatre Rear
- U-Shape
- Conference
- Theatre
- Hollow Square
- Rounds of \_\_\_\_\_
- Crescent Rounds
- Chevron
- Other: \_\_\_\_\_

## Provide Specific Setup Information for Each Function Room:

(Additional Charges May Apply)

- Registration Table in/outside of room. How many tables? How many chairs?
- Supply Tables. How many and location in room?
- Head table for \_\_\_ people?
- DJ Table requirements
- Extra chairs in rear of room
- Skirted tables for tabletop
- Dance Floor
- American Flag

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### Provide Specific Audio Visual Needs for Each Function Room:

- |                                       |   |                                       |
|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Flipchart*   | <input type="checkbox"/> Easel**            | <input type="checkbox"/> Whiteboard   |
| <input type="checkbox"/> Screen       | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Podium & Mic |
| <input type="checkbox"/> Speakerphone | <input type="checkbox"/> TV/VHS/DVD         |                                       |

\* A flipchart support with pad and markers for notetaking in front of the group.

\*\* A freestanding easel for signage, sponsor listings, pictures, etc. For display.

### Menu Selection Tips:

\* A 18% service charge and 6% tax is applied to your total charges for your functions (unless you are tax exempt, then the 6% tax does not apply.) The service charge is not taxed.

#### *Buffets:*

- If you have time constraints, it is suggested to select a buffet menu.
- The minimum for a dinner buffet is 40 people. If your number is under 40 people but you still want the buffet, you can simply pay for 40 people.
- Buffets will be displayed for a maximum time of 2 hours.

#### *Receptions:*

- The maximum amount of time of service for reception food is 2 hours.
- All guarantees for all food and beverage functions are due three working days prior to the event.
- Provide your planner with any special dietary requirements for your group or your specific attendees.

#### Bars:

\*\*\*If your group is less than 50 people, you will be charged a bar setup fee of \$50.

#### *There are three types of bars:*

- Consumption-You are charged by the number of bottles opened.
- Cash-The individual attendees pay cash for their beverages.
- Per Person-You are charged per guest per hour

#### *Budgetary Compromises:*

- You can have a consumption or per person bar for a certain period of time then change to a cash bar.
- You could provide your attendees with a certain number of drink tokens and those drinks will be charged to the master. All other drinks (without tokens) will be on a cash basis to the individual.

#### *Receptions before Dinners:*

- Let your planner know if you would like the bar to remain open during dinner. If so and you have a program during dinner, do you want the bar closed during the program?

### Food & Beverage Room Setups:

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- If you have selected a buffet menu, we will automatically set the number and types of buffet tables in your room.
- Our standard setup is rounds of 8 - 10. This provides the optimum service and setup in the room.
- For a standard meal, we use white linen & Burgundy napkins.
- If you wish to have more than one entrée on a served meal, you must provide the count of each entrée three working days prior to the event. You must also use placecards, tickets, or colored nametags to designate which individual gets which entrée.
- Tony's prepares for a 5% overage from your guaranteed count.
- You are not permitted to bring your own food and/or beverage into the hotel for a function except for occasion cakes or events prior to 4:00 pm.

### **Guarantees:**

- All guarantees for all food and beverage functions are due three working days prior to the event.
- If your guarantee increases within the four day window, we will do our best to accommodate your increase.
- If your guarantee decreased within the four day window, you will still be charged for your guarantee.

### **Agendas:**

- Provide your planner with your agenda drafts throughout the planning process. When your program has been printed, send one to your planner.

### **Shipping Items:**

- Tony's does not have adequate storage space for large shipments. If you are shipping just several boxes, make sure you mark on the boxes your conference name, your planner's name, the dates of your conference, and the name of the individual from your group who will be picking up the boxes. Provide that individual with tracking numbers in the event the boxes have not arrived.
- If you have exhibitors shipping items, have them ship them to the exhibit company and they will provide drayage to/from the property.

### **Accommodations:**

- Inform your planner of any special accommodations for any of your participants

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## Audio/Visual & Equipment Glossary

**Easels** – A tripod stand used for holding signs, displays, etc.

**Flipchart** – A tripod stand with a full pad of paper. Flipcharts will have 3 colored markers in the tray.

**Overhead Projector**– A projector which uses light and transparencies to project images or writing onto a screen.

**Podium and Mic** – Tony's has large floor standing podiums and microphones. Podiums are normally used in the larger rooms. When all floor standing podiums are in use and more podiums are needed we can use table top podiums. See Table Top Podiums.

**Speaker Phone** – A phone that is similar to your office phone. These phones have a built in speaker you can use so the whole room can hear the conversation. Speaker phones are often used in the smaller rooms. Our speaker phones do not have the capability of handling more than 2 parties at one time. Please refer to conference phones for more than 2 parties.

**Table Top Podiums (Lecturn)**– Small podiums that sit on top of a table. All tabletop podiums have the option of adding a microphone to them. These are used in smaller rooms or can be used in larger rooms when all floor - standing models are in use.

**VHS/TV/DVD Monitor** – The main function of our TV/VHS/DVD is to play a video tape or DVD for presenters. All of our VHS players take the standard ½" video tape or standard DVD.

**Whiteboard** – A two-sided white, dry erase marker board. Board will have 3 colored markers in the tray.

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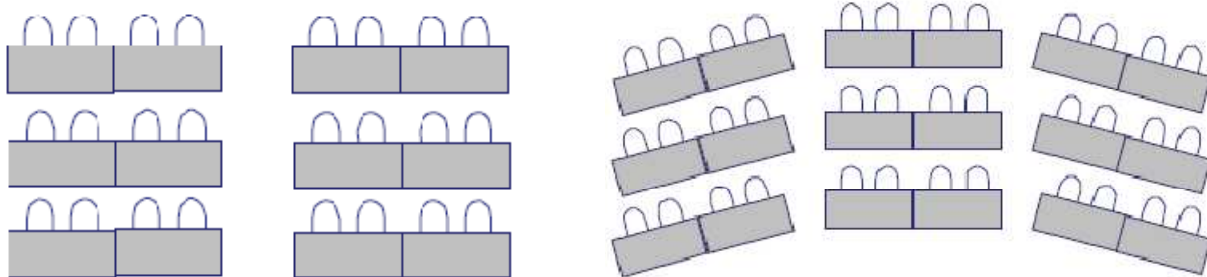
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## Function Room Setup Styles

### Classroom or Chevron Styles:

Rows of tables with chairs behind. Allows attendees to take notes while listening to lecture style presentation. All attendees have good visual line to audio visual presentations. Limits the interaction between attendees.

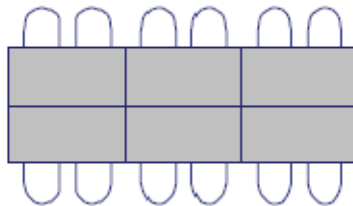
Includes: White Tablecloths, Pen & Paper per seat, Dry Erase White Board or Flip Chart, Standing Podium & Microphone, Skirted Head Table, Ice Water Station



### Conference:

For small groups that require a lot of interaction like committees, boards, breakouts, etc. If the number of people scheduled for this setup exceeds 14, it is suggested to change to a hollow square setup for better lines of vision for all participants.

Includes: White Tablecloths, Pen & Paper per seat, Ice Water on Table, One 6' skirted side table



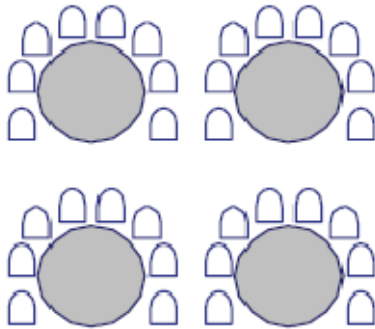
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## **Crescent Rounds:**

Round banquet tables with chairs around half to three quarters of the table, facing the front. Used for meetings where interaction and note taking are essential. All attendees have full view of the facilitator and the audio visuals. Also good to use when the same room is booked for a meeting and meal with little turn time in between.

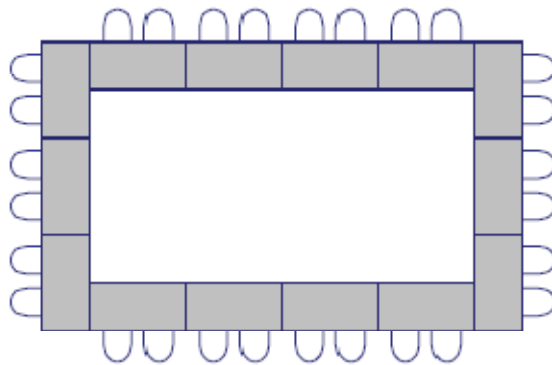
Includes: White Tablecloths, Pen & Paper per seat, Ice Water on Table, One 6' skirted side table



## **Hollow Square:**

Works for group meetings with frequent interaction. Not good when there is one main speaker and audio visuals. Allows for note taking as well.

Includes: White Tablecloths, Pen & Paper per seat, Ice Water on Table, One 6' skirted side table





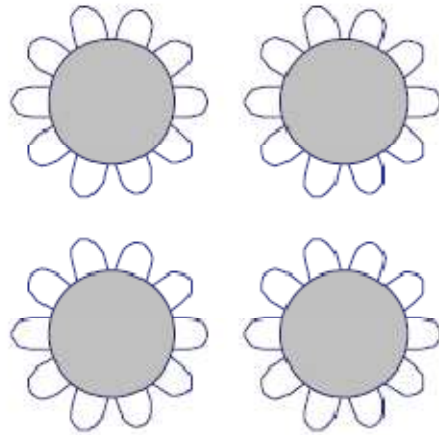
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## **Rounds of \_\_\_\_:**

Mainly used for food functions and normally seat between 8 and 10 people. (Also called 'Banquet' setup.)

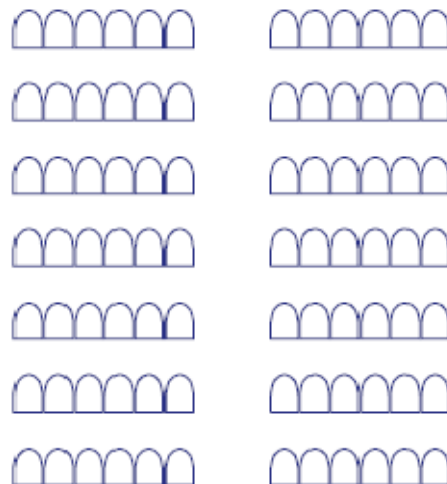
Includes: White Tablecloths, Burgundy Linen Silverware Roll, Ice Water on Table, One 6' skirted side table



## **Theatre Style:**

A setup with just chairs, also called 'auditorium' seating. Maximizes the number of people that can be accommodated in a room. Does not allow for easy note taking.

Includes: Dry Erase White Board or Flip Chart, Standing Podium & Microphone, Skirted Head Table, Ice Water Station



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## **U-Shape:**

Works well for group interaction and meetings with audio visuals. If your U-Shape setup exceeds 34 people, you may want to consider sound enhancement for the participants because the "U" will be so large.

Includes: White Tablecloths, Pen & Paper per seat, Ice Water on Table, One 6' skirted side table

