



# CONFERENCE PLANNER'S CHECKLIST

1. In the left-hand column, fill in the **due dates**
2. **Calculate** your **Original Estimated Conference Cost** (before taxes): [NUMBER OF CONFEREES] x [\$\$ OCCUPANCY RATE--see Rate Card] x [NUMBER OF NIGHTS] = [ORIGINAL ESTIMATED CONFERENCE COST]
3. In the right-hand column, fill in the **Cost** (from 2. above) and the **deposit amounts**.
4. If your conference begins in *less than 4 months*, be sure to complete all *past due items* now.

Conference Arrival Date:	Check off each item below as you complete it.	Original Estimated Conference Cost
		\$
		<i>before taxes</i>
Initial Booking:	<ol style="list-style-type: none"> <li>1. <b>Deposit:</b> 20% of Original Estimated Conference Cost</li> <li>2. Completed, signed <b>Conference Contract</b> and <b>A: Conference Lodging</b> form required (please keep copies)</li> </ol>	<b>\$0.00</b> <b>(deposit amount)</b>
120 days (4 months) before Arrival Date:	<ol style="list-style-type: none"> <li>1. Additional <b>deposit:</b> 15% of Original Estimated Conference Cost</li> <li>2. You may reduce the number of Rooms by 15%. If so, send a written revision.</li> </ol>	<b>\$0.00</b> <b>(additional amount)</b>
(due date)		
60 days (2 months) before Arrival Date:	<ol style="list-style-type: none"> <li>1. Additional <b>deposit:</b> 35% of Original Estimated Conference Cost.</li> <li>2. Completed <b>B: Conference Order Form</b> (please keep a copy)</li> <li>3. You may reduce the number of Rooms by 10%. If so, send a written revision.</li> </ol>	<b>\$0.00</b> <b>(additional amount)</b>
(due date)		
30 days (1 month) before Arrival Date:	<ol style="list-style-type: none"> <li>1. Completed <b>C: Room Assignments</b> (please keep a copy)</li> <li>2. You may reduce the number of Rooms by 10%, and the number of Persons in each Room. If so, send a written revision or use <u>C: Room Assignments</u>.</li> </ol>	Make certain that Marconi Conference Center has received <b>70%</b> of the Original Estimated Conference Cost.
(due date)		
Departure Date:	<b>Full Payment of the conference account</b> is required unless other arrangements have been agreed to by Marconi, in writing, prior to the conference Arrival Date.	
(due date)		