

Windsor Arms Hotel - Small Meetings Checklist

These tips are not all inclusive.

There may be additional questions you may have related to your specific group event.

BASIC PLANNING TIPS:

- Determine date and time and alternative date and time.
- Find a location. Don't forget to check out the Group Value Dates.
- Does the meeting require guest rooms? If yes, see **GUEST ROOMS**.
- Will food and beverage be served? If yes, see **FOOD & BEVERAGE**.
- Is Meeting Space required? If yes, see **MEETING SPACE**.
- Ask about parking. Transportation to/from airport and vice versa?
- Let property know of accessibility special needs for guests' rooms, public areas or function rooms.
- In the planning process, let the hotel know if you have different contacts for meals, registration, etc.
- What are the advance deposit and payment schedules?
- Who will be authorized to make changes for the group that would involve extra costs from the hotel?
- Ensure hotel is fully aware of the delivery and collection times planned by all purveyors/outside vendors.

GUESTROOMS:

- How many guest rooms?
- What is the budgeted guest room rate?
- For which nights? Are these numbers an estimate or exact? Provide history of group room usage to the hotel.
- Who is responsible for the payment of guest rooms?
- How will incidentals (phone calls, food, etc.) be handled?
- Determine if the attendees will make their own reservations or the meeting planner.
- What is the breakdown number of singles, doubles and suites?
- Will you have amenity bags for your overnight guests?

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FOOD & BEVERAGE:

- Determine the number of people to be served.
- Determine menu/beverages.
- Hospitality room needed? What are the hotels outside food and beverage policies? What are the liability insurance needs?
- Are there different dietary requirements for people attending the event that need to be addressed?
- Determine what appetizers will be served, if applicable.
- Work with the hotel sales person to create meals within the budget.
- What is the deadline for menu selections?
- Will your group need food or beverages provided during the meeting and/or during the breakouts?
- Can the room be served easily without disturbance?

MEETING SPACE:

- Determine the amount of meeting space that is needed.
- Select the kind of seating arrangement? (Reception, Theatre, U shape, Classroom, Conference, Banquet and Hollow Square).
- Determine order of program/activities/agenda.
- Determine the duration of the meeting.
- Determine what type of A/V equipment is required for your meeting.
- Will bulletin boards, easels, blackboards or white boards be provided? How many and what size?
- Can any equipment be set up the night before the morning meeting?
- Is a phone needed?
- Is hi-speed internet needed?
- Will the hotel provide office supplies for the meeting? If yes, what supplies?
- Will there be breakouts? If so, how many, and for which days?
- What will be the duration of these breakouts?
- Are breaks preferred in or out of the room?
- Are there any extra requirements for breakouts?

For more information, please contact our sales department at:

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