

1826 Sir Tyler Drive Wilmington, NC 28405 • www.terracesonsirtyler.com • 910.202.1586 • events@terracesonsirtyler.com



Corporate Event Planning Checklist

To plan the perfect meeting, use this comprehensive checklist, with a timeline based 12-months.

Twelve to Nine Months Before

Start a meeting folder or binder. Select type of meeting, location, theme #of guests, time of day.	Hire a meeting planner.
Work out your budget and refer to it monthly.	Reserve your date and venue.
Determine color scheme and theme.	Book your speaker.
Start the guest list for special guests.	Promote meeting/event on company website.
otart the guest list for special guests.	Create registration link for meeting/event.



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Eight Months Before	
Hire the photographer/videographer.	Meet & select caterer.
Contact potential sponsors and invoice.	Reserve a block of hotel rooms for out-of-town guests including speaker.
Seven to Four Months Before	
Create online invitation.	Reserve structural and electrical necessities.
Conference call with guest speaker to discuss topics and day of meeting/event.	Arrange transportation for guest speaker to and from airport as well as hotel.
☐ Inform and register presenters	Start composing a day-of timeline.
Three Months Before	
Finalize the menu.	Do a walk-thru of the venue and finalize
Order or create welcome basket for guest speaker, if desired.	meeting details Create and print meeting programs.
Order awards/plaques/gifts	Send your event schedule to the vendors.
Two Months Before	
Touch base again with all the vendors.	Send out/Email the invitations.
Meet with the photographer/videographer.	
One Month Before	
Check registration and send-out a mass email to all members/guests	Send out final payments to any vendors.
Request items needed for meeting – US Flag, lectern etc.	Contact sponsors to review meeting and request list of guests. Check to make sure sponsorship has been paid.
Order audiovisual equipment – wireless microphone, projector etc.	e, Begin creating script
	Request formal introduction from guest speaker



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Week of the Meeting			
 □ Reconfirm arrival times with guest speaker. □ Delegate small meeting-day tasks to committee volunteers. □ Send a timeline to the committee volunteers □ Set aside checks for the vendors. 	 □ Finalize script and email/fax to all the key speakers/presenters. □ Send the final guest list to the caterer. Typically, companies close their lists 72 hours in advance. □ Print-out registration sheet □ Create name-tags of all registered attendees 		
 Grand Ballroom – comfortably holds up to 350 guests Outdoor Rooftop Terraces – accommodates up to 100 guests per terrace; great for ceremonies, rehearsal dinners and showers Convenient Parking – plenty onsite parking spaces with some covered spaces for your guests 	 Centrally Located – near a variety of hotels and shopping at Mayfaire, close to Wrightsville Beach & just minutes from Downtown Access to our Wedding Coordinator – consult our in-house wedding planner to make your day easy & unforgettable 		
Notes			