

For assistance will all of tasks outline below please reach out to Event and Classroom Management at 585-275-4111 to start planning your next event.

Room Selection	<input type="checkbox"/> Contact ECM for room reservations and recommendations
	<input type="checkbox"/> Total number of participants expected
	<input type="checkbox"/> Number of break out rooms needed
	<input type="checkbox"/> General session set-up
	<input type="checkbox"/> Special needs
Arranging Activities	<input type="checkbox"/> Offsite events
	<input type="checkbox"/> Exhibits and other special events or activities
	<input type="checkbox"/> Catered meals, coffee breaks, and banquets
	<input type="checkbox"/> Special requirements
	<input type="checkbox"/> Insurance and/or permit requirements
Booking Meeting Space	<input type="checkbox"/> Types of seating
	<input type="checkbox"/> Tables
	<input type="checkbox"/> Need for head tables, risers, or stage
	<input type="checkbox"/> Audio visual equipment and ECM technicians
	<input type="checkbox"/> Special power
	<input type="checkbox"/> Parking arrangements
	<input type="checkbox"/> Special setups
	<input type="checkbox"/> Meeting room rental (for external clients or offsite locations)
	<input type="checkbox"/> Diagram for each function setup
Selecting Function Rooms and Locations	<input type="checkbox"/> Attendee comfort
	<input type="checkbox"/> Environment matches goals of event
	<input type="checkbox"/> Accommodations for people with disabilities

	<input type="checkbox"/> Restroom accessibility
	<input type="checkbox"/> External noise
	<input type="checkbox"/> Food and beverage service, convenience
	<input type="checkbox"/> Availability of floor plans with dimensions
Deciding on Hotel Accommodations	<input type="checkbox"/> Affordable vs. luxury accommodations
	<input type="checkbox"/> Number of guestrooms needed
	<input type="checkbox"/> Double or single occupancy
	<input type="checkbox"/> Room block contract

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