

Conference Planning Checklist

At Waipuna Hotel and Conference Centre, planning for a successful conference is our specialty.

Utilise our comprehensive checklist to ensure every aspect of your conference, meeting or banquet has been covered.

Should you need any assistance at all our Conference Coordinator would be delighted to assist you in any way possible.

[Please email us for further assistance](#)

Conference and Banquet Planning Checklist

Meeting Room

- Hire Charge
- Layout / Seating Style
- Natural Light
- Air-conditioning
- Access Times (Rehearsal, Stand / Stage Set-up and Breakdown)
- Signage
- Delegate Stationery (pens, paper)
- General Sales Tax
- Staffing Policies

Breakout Rooms / Areas

- Location and Size
- Layout / Seating Style
- Additional Equipment (Flipcharts / OHP etc.)
- Signage

Delegates

- Travel Expenses
- Extras Allowance (Mini-Bar/ Laundry/ Telephone)
- Parking

Speakers / Presenters

- Fees and Travel Expenses
- Accommodation Expenses
- Rehearsal Require
- Equipment Required
- Handouts and Printing Required

Printing

- Invitations
- How to Get Here Map
- Badges
- Schedule / Timetable
- Conference Handouts
- Meeting Room Place Cards
- Menus

Equipment

- Check Equipment Requirements for Presenters
- Flip Charts
- Overhead Projectors
- Slide Projectors
- Video Player
- Monitor

Catering

- Morning and Afternoon Refreshments
- Special Dietary Requirements
- Style of Lunch (Working Lunch or Restaurant)
- Time Allocation
- Refreshments with Lunch
- Authorised Signatories

Accommodation

- Dates Required
- Billing Procedure
- Room Types (Suite / Double or Twin)
- Confirmation Dates
- Release Dates

- Data Projector (Video / SVGA or XGA)
- Staging
- Lectern
- Microphones (Static / Lapel or Handheld)
- Laser Pointer

Other

- Conference Programme
- Floral Arrangements
- Music Background / Presentations
- Entertainment
- Security
- Cancellation policy
- Payment Policy

This list is meant as a Guide ONLY
www.waipunahotel.co.nz

Banqueting Planning Considerations

Venue

- Venue Hire
- Room Layout / Size
- Air-conditioning
- Natural Lighting
- Seating Arrangements
- Decorations / Colour Scheme
- Floral Arrangements
- Access Times for Set-up / Break Down
- Staffing Policies
- Parking

Printing

- Invitations
- Seating Plan
- Place-cards
- Menus

Other

- Parking
- Security
- Cancellation Policy
- Payment Policy

Equipment

- Staging / Lectern
- Microphones (Static / Lapel or Handheld)
- Lighting
- Music (Background, DJ, Band)

Beverages

- Pre Dinner Refreshments
- Bar facility (Standard / Full)
- Dinner Wines
- Toasting Champagne
- Dessert Wines/Ports
- Beverage Limit Liaison

Catering

- Pre Dinner Nibbles / Canapes
- Set Menu / Buffet
- Special Dietary requirements

Entertainment

- Background Music
- Band / DJ / Jukebox

Accommodation Requirements

- Dates Required
- Room Types
- Billing Procedure

Wedding Considerations

(click for Wedding Checklist)

Ceremony

- Location - Church or Garden Area
- Flower Arrangements

Catering / Reception room

- Bridal Tables Special dietary requirements
- Bridal Tables Service (at Table / Buffet)
- Candelabras/Floral Arrangements/Decorations
- Colour Schemes

Accommodation / Honeymoon

- Special Wedding Guest Rates
- Honeymoon Packages
- Designation / Flights
- Hotel Specials

Extras

- Photographers / Videographers
- Marriage Celebrants
- Florists
- Cake Decorators
- Limousines