

Lakes Lodge Event Planning Guideline

Congratulations on picking a stunning venue for your upcoming event! My name is **Emma Muir** and I will be your contact person for your event. I will walk you through every step of the way to ensure your next event is a success.

It is recommended that you use this guideline to ensure we have your event covered.

Step 1 - Confirming The Event

- Sign Acceptance
- Pay Deposit Required

Step 2 - Communication with your Event Co-ordinator

Conference Rooms

- Layout / Seating Plan
- Access Time

Equipment

- Flipchart(s)
- Overhead Projector
- Data projector
- PA System
- Computer Speakers
- Electronic Whiteboard
- Lectern
- Hand Held Microphone
- Lapel Microphone
- Flatscreen TV
- DVD Player

Delegates

- Confirmed Numbers
- Delegate Name List
- Pre-Ordered Menu Selections
- Miscellaneous Allowances (Phone Calls / Internet / Bar Tabs)

Banqueting Requirements

- Special Dietary Requirements/Restrictions
- Meals Planner/Running Sheet
- Time Allocations
- Refreshments with Lunch
- Selected Dinner Menu Options

Accommodation

- Dates Required
- Number of Rooms Required
- Sleeping Arrangements

Miscellaneous

- Team Building Activities
- Lake / Sunset Cruise
- Themed Dinners
- Conference/Delegate Restrictions
- Breakout Room Options
- Night Entertainment Options
- Guest Speaker
- Guest Speaker Requirements
- Conference Run Sheet

Step 3 - Arrive Safely and Have a Great Time

Your final invoice will be sent to you via email/fax after the event.