CONFERENCE PLANNER TIMETABLE

120 Days in Advance

• Review reduction of room block (if applicable).

90 Days in Advance

• Review reduction of room block (if applicable).
• Tour Information - Schedule any off-property attractions.
• Entertainment - Arrange any special events and entertainment.

60 Days in Advance

• Final Rooming list - Designate VIP's, special room combinations, and special billing requirements.
• Begin weekly rooming list updates with Group Reservations Coordinator
• Transportation Requirements - Arrange any individual or group transportation; arrival, departure and functions.
• Reservations - Private functions and dining reservations for on and off property.
• Meeting Supplies.
• Special Conference Technology Requirements - Make sure that any scheduled speakers are contacted to arrange special audio-visual needs.
• Recreation - Golf, Tennis, or special planned activities.

45 Days in Advance

• Exercise 15% reduction of room block (if applicable)
• Final Program and Meeting Times – Discuss program day by day and confirm meeting times
• Finalize Events and Transportation - Special entertainment plans and off-property requirements including transportation, reservations and tour. - Discuss special décor options
• Create Menu - Discuss questions on banquet menu and wine list.
CONFERENCE PLANNER TIMETABLE

30 Days in Advance

• Final Program and Booking Recap Review – Discuss booking recap, room block, billing forms and special instructions
• Confirm/Review Meeting Space Setup - Discuss the layout and create diagrams of room setup.
• Confirm Audiovisual Needs - Confirm audio-visual equipment and services with Conference Technology team.
• Confirm Special Sets - Speaker tables, risers, podiums, etc.
• Finalize Catering - Confirm special event menu and wine choices.
• Finalize Decor - Flower centerpieces, balloons, etc.
• Organize After Dinner Plans - Have after dinner suggestions prepared for guests.
• Planned Sports Activities - Review any and all activities including golf tee times, tennis times and number of courts reserved. Sports bar activities and any food and beverage requirements for sports activities.

14 Days in Advance

• Finalize and Reconfirm the Agenda, Room Block and Events.
• Sign Off on Banquet Event Orders and Booking Recap

3 Days in Advance

• Confirm Number of Guests/Participants with Resort - All guarantees for recreation, meetings and group meal functions required at this time.

For more information about Sandestin’s event planning schedule, please email meetings@sandestin.com or call (800) 622-1038 or 850-267-8160.