

MEETING PLANNER'S PACKET CHECKLIST

- ___ Welcome letter from a high-ranking officer
- ___ Detailed convention program and schedule
- ___ Badges: color-coded to identify different registrants
- ___ Neck Cords designed for both men's and women's clothing
- ___ Badge inserts with attendee's name and emergency information
- ___ Ribbons to identify speakers, officers, and special guests
- ___ Fliers describing special events
- ___ Meal and special event tickets
- ___ List of attending delegates
- ___ List of exhibitors
- ___ List of VIP's and Award Winners
- ___ List of biographies of speakers and entertainers
- ___ List acknowledging special contributors and sponsoring parties
- ___ Page explaining hotel charges, phone charges, billing, tipping, checkout procedures and group transportation schedules
- ___ Booklet or flyer on local history and local customs
- ___ List of local restaurants and places of interest
- ___ Map of area
- ___ Writing Pad, Pen & Pencil
- ___ Optional token gifts (e.g. T-shirts, hats, mugs, bags, local memorabilia)
- ___ Other: _____
- ___ Other: _____
- ___ Other: _____

From www.eaglestalent.com