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: ____________________________

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