



Pre-Conference/Meeting Checklist

It is our objective to make certain that you have a successful event, and pre-planning is a critical component in achieving that objective. To that end, we have developed this "Conference/Meeting Planning Document." We hope you find it to be a useful tool and while it addresses most issues that arrive in holding an event at the Complex, it is not all-inclusive. Please do not hesitate to ask questions or make suggestions or recommendations as you use this document.

Name of Event _____

Date of Event _____

Set up Time _____ Actual Event Start Time _____ End Time _____

General Purpose and Brief Description of Event _____

Contact Person _____

Telephone - Office _____ Cell _____ E-Mail _____

1. Event location:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> VIP Lounge | <input type="checkbox"/> Room E |
| <input type="checkbox"/> Banquet Hall | <input type="checkbox"/> Skybox 1 |
| <input type="checkbox"/> Room A1 | <input type="checkbox"/> Exhibition B |
| <input type="checkbox"/> Room B | <input type="checkbox"/> Exhibition C |
| <input type="checkbox"/> Room C | <input type="checkbox"/> Sale Arena Office |
| <input type="checkbox"/> Room D | <input type="checkbox"/> Other |

2. Expected attendance: _____

3. Number of tables: _____ Rectangle - 2'6" x 8' (seats 8)
_____ Round - 6' (seats 8)

4. Number of chairs: _____ for theatre style _____ for classroom style

Will you need any of the following? Please check Yes or No.

5. Registration table Yes No
How many? _____
Location of table? _____
How many chairs? _____

Skirting needed? (FOR REGISTRATION TABLES ONLY) Yes No

6. Podium* Yes No Free Standing or Table Top
Light for podium Yes No

7. Microphone* Yes No How many? _____ Location? _____

8. DVD Player* Yes No

9. VCR* Yes No

Of the above technology, what if any do you need hooked up to a PA System?

10. Extension cords* Yes No How long? _____ How many? _____

11. 5' x 5' Projection screen* Yes No **Note: Projector not available as rental item.**

12. Room diagram** A detailed room diagram, indicating placement of tables, chairs, flag, podium, microphone and platform must be submitted along with this request form. Floor plans can be found online at www.farmshowcomplex.state.pa.us.

13. Internet access* Yes No
 Wired Wireless

*****Internet access available ONLY in the Banquet Hall, VIP Lounge, & Skybox*****

14. Flags – U. S. and Pennsylvania Yes No
Normally placed at or near head table or on stage Comments: _____

15. Coat rack Yes No

16. Curtains for back drop Yes No
**120 feet of Pipe and Drape available, inside the PA Preferred Banquet Hall and VIP Lounge only.*

17. Stage* or platform* Location? _____
Size _____ Height _____

18. Stage/platform ramp in addition to steps? Yes No

19. Signage* Yes No Comments: _____

20. Are you working with a decorator? Yes No

Name _____

Phone _____

21. Will you have food at your event? Yes No

22. If so will it be:

Refreshments

Full Service Dining

Buffet Style

***Please note Service Charges apply to any and all special equipment. (i.e. podium, microphone, screen, stage/platform...)**

***The PA Farm Show Complex DOES NOT provide linens for your tables. Please contact Boston Culinary Group for linen service.**

***A room diagram and a time schedule are REQUIRED so we can assure prompt and accurate event preparation. This is necessary in order to guarantee holding this meeting space.**

(*LINK***)**

<http://www.agriculture.state.pa.us/fscomplex/cwp/view.asp?a=3&q=144931>

If you have any questions concerning the use of our meeting rooms, please contact **Doug Cleckner** in the **Farm Show Administrative Office (717) 787-5373 ext 252.**

General Comments:

Catering Services

We are in the business of renting event space and related services such as tables and chairs, utilities, Internet services etc. We do not directly provide food and beverage services as those services are provided by the Boston Culinary Group through an **exclusive contractual arrangement**. If you plan to include food and beverage services as part of your event, please contact Mike Kemnitz with the Boston Culinary Group at 717-233-3120, or by email at mkemnitz@bcginc.com. *****You are not permitted to bring your own food items.*****

If at any point during the planning process for your event, or during the actual event, you have a question or a concern, please contact Doug Cleckner directly at (717) 787-5373 or dcleckner@state.pa.us or any member of our management team.

8/13/07