



### 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:

- VIP Lounge
- Banquet Hall
- Room A1
- Room B
- Room C
- Room D

- Room E
- Skybox 1
- Exhibition B
- Exhibition C
- Sale Arena Office
- 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](http://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](mailto: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](mailto:dcleckner@state.pa.us) or any member of our management team.**

8/13/07