

# Business Meeting Planning & Catering



## A corporate events checklist

### 1-2 MONTHS IN ADVANCE

#### Decide your budget for:

- Venue (If organising the event out of the office, such as a conference)
- Food
- Printing and stationery (such as hand-outs and resources)
- Gifts for attendees
- Get budget approved at least 1 month in advance

#### Venue and attendees

- Decide if your meeting will take place at breakfast, morning tea, lunch, or over the entire day
- Book a boardroom or meeting space in your company calendar
- If holding the meeting at an external location reserve a room or table
- Choose a suitable date and time
- Send out meeting invites to the attendees (include date, location, time, RSVP details, attire, special diet requirements)

#### Supplies

- Contact vendors for stationery and kitchen supplies

#### Catered food

- Decide if you need corporate coffee solutions with your catering
- Choose pastries, cakes and other sweets
- Choose finger food as a starter or buffet main
- Choose platters or grazing stations
- Choose special menu for attendees with special diets
- Choose beverage options and alcohol if suitable for the occasion and guests
- Contact caterers specialising in finger food and office party catering (Tip: find the best ones at [www.order-in.com.au](http://www.order-in.com.au))
- Finalise catering

### 1-2 WEEKS IN ADVANCE

#### Office Boardroom

- Check if projectors, screens and computers are technically sound (A blank screen can't support your presentation!)
- Arrange seating and clearly define spaces for food and activities

#### Follow-ups

- Send reminders to attendees (particularly clients!)
- Decide upon the agenda for the meeting and notify your team
- Decide order of speakers at the meeting
- Make a follow-up call to caterers to check everything is in order, or to make changes to your catering (It's not too late if you found out the client is allergic to nuts!)

### 3-4 DAYS BEFORE THE MEETING

- Email any further special instructions to attendees from your team
- Ensure your slide deck or supporting materials are drafted
- Conduct a trial run of your presentation with your team and edit according to feedback.
- Submit receipts and invoices for reimbursement

### DAY BEFORE THE MEETING

- Arrange for the office to be cleaned (A dirty office gives a bad impression to visitors!)
- Check your slide deck and other supporting materials for any errors or inconsistencies
- Print handouts to avoid last minute issues with the printer
- Staple handouts and lodge in a binder for the meeting

### DAY OF THE MEETING

- Ensure you have fresh water and mints in the boardroom, or access to them in an external venue
- Set-up technical equipment early
- Designate a team member to watch for the arrival of clients or guests, and to greet them at the door
- Designate a team member to take minutes during the meeting

### DAY AFTER THE MEETING

- Follow-up with guests and clients by phone or email.
- Thank them for their time and share the minutes
- Lodge the minutes in the appropriate company folder or online drive
- Complete event report and file in events binder