



MEETING PLANNER TIMELINE

PRE- CONFERENCE

- *Point of Contract:*
 - You will be provided a copy of the co-signed Letter of Agreement and receive information on who your catering/conference planning manager is for planning purposes.
- *(4-6) Months:*
 - On-line booking arranged for larger group bookings.
- *(2) Months:*
 - Rooming list entry form (if applicable) and/or a release date reminder will be sent.
 - Review menu options.
 - Gather meeting room needs from speakers/instructors.
- *(45) Days:*
 - Begin planning with your catering/conference planner. Select menus, determine set-up needs and audio visual needs.
 - Schedule pre-conference meeting if needed.
- *(15) Days:*
 - Rooming list due, unused rooms released for resale.
 - Provide airport shuttle information.
 - Review and sign banquet event orders.
 - Reconfirm billing and form of payment. If paying by check, the check is due 48-hours prior to the event.
- *(5) Days:*
 - Final event guarantees due.

POST-CONFERENCE

- *(3-7) Days:*
 - Final pick-up reviewed and sent.
- *Billing:*
 - We bill on the 15th and 30th of each month.
 - Final bills will be sent out by our Business Service Center directly to the Cornell units' Business Service Center or to your business address.
 - Master account that are paid by credit card at the close of the conference can have receipts sent via email upon request.
- *Contract your dates for your next conference.*