

NAME OF EVENT ~ PROGRAM OF EVENTS
NAME OF HOTEL ~ DATES OF PROGRAM



RESOURCES

Strategic Tools to Success

DAY, DATE				Lead Strategist: Names/ Cell: Email: Insert Lead Strategist's email			
KEY: RED FONT = PENDING; GREEN FONT = PRODUCTION; BLUE FONT = F&B; ORANGE HIGHLIGHT = CHANGE/ADDITION SINCE PREVIOUS VERSION							
START TIME	END TIME	TEAM ASSIGNED	LOCATION	ACTIVITY	SET-UP / AV	F&B / BEO #	NOTES

**CLIENT NAME ~ NAME OF EVENT ~ PROGRAM OF EVENTS
EVENT TEAM INFORMATION**



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VENDOR	NAME	EMAIL	PHONE Ext.
VENDORS			
THE HOTEL			
Executive Office			
	<i>General Manager</i>		
	<i>Hotel Manager</i>		
	<i>Director of Sales & Marketing</i>		
Sales & Catering			
	<i>Group Sales Manager</i>		
	<i>Conference Services Manager</i>		
Banquets			
	<i>Banquet Director</i>		
	<i>Banquet Manager</i>		
	<i>* Banquet Cell Phone</i>		
Front Desk			
	<i>Director of Rooms</i>		
	<i>Front Office Manager</i>		
	<i>Assistant Front Office Manager</i>		
	<i>Assistant Front Office Manager</i>		
	<i>Overnight Manager</i>		
	<i>Guest Services Manager</i>		
	<i>Manager on duty Cell</i>		
Room Service			
	<i>Room Service Manager</i>		
In House RESTAURANT			
	<i>Director of F&B</i>		
	<i>MKT Restaurant Manager</i>		
	<i>MKT Bar Manager</i>		
	<i>Assistant F&B Manager</i>		
Reservations			
	<i>Reservations Manager</i>		
	<i>Reservation Groups Coordinator</i>		
Accounting			
	<i>Accounting Manager</i>		
	<i>Accounting Representative</i>		
Security			
	<i>Director of Security</i>		
	<i>Assistant Director of Security</i>		
IT			
	<i>Director of Information Technology</i>		
Housekeeping			
	<i>Director of Housekeeping</i>		



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Main Venue:

All Pertinent Information

- Street Address
- City, State, Zipcode
- Main Phone:
- Main Fax:
- Lobby Level:
- Meeting Space:
- Business Center:
- Fitness Center and Spa:
- In House Restaurant:

Event Team On-Site Office:

Name of Room

Event Team Accommodations:

Name of Hotel

- Street Address
- City, State, Zipcode
- Main Phone:
- Main Fax:

Confirmation Numbers:

Guest name	Arrive	Depart	Conf #
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			
Last Name, First Name			

Name Badges

Please wear names badges at all times, starting on **XXXXXXXX**.



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SERVICE	LOCATION	HOURS / WEBSITE
<u>ONSITE SERVICES:</u>		
Business Center		
Sports Club /Fitness Center		
Indoor Pool		
Gift Shop / Sundries		
ATM		
<u>RESTAURANTS / BARS:</u>		
In House Restaurant		
Lounge Area (Drinks Only)		
Room Service		
<u>MEDICAL SERVICES:</u>		
Hospital- List Name		
Urgent Care- List Name		
24 Hour Pharmacy- List Name		
<u>OFFSITE SERVICES:</u>		
Home Depot		
FedEx Office		
Walgreens		
Best Buy		
Office Depot		
Target		





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Insert Actual jpg's of Menu's
List location and distance from hotel



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Insert room layouts on separate tabs for each space you are utilizing during your program and name each sheet and tab