

## **20 STEPS TO PLANNING THE PERFECT EVENT AT CAPITOL AREA CONFERENCE CENTER**

### **STEP 1:**

Select members of the Event Planning Committee to determine the purpose of the event and a potential agenda with definite timelines and responsibility designations.

### **STEP 2:**

Develop a budget.

### **STEP 3:**

Select your ideal date and time with a couple of alternate dates.

### **STEP 4:**

Estimate the number of guests/attendees.

### **STEP 5:**

Call the Capitol Area Conference Center at 301.552.1400 ext. 1227 to arrange a tour.

### **STEP 6:**

Tour our beautiful facility and discuss your event needs and vision with one of our experienced conference center representatives.

### **STEP 7:**

Confirm your date and time with the Capitol Area Conference Center.

**STEP 8:**

Contact and confirm speakers and/or workshop leaders, if needed.

**STEP 9:**

Develop, design, and send invitations/marketing to guests/attendees.

**STEP 10:**

Identify volunteers and their responsibilities.

**STEP 11:**

If needed, speak with our experienced conference center representatives regarding your catering needs.

**STEP 12:**

Obtain a banquet permit if necessary.

**STEP 13:**

Three weeks prior to your event, meet with a Capitol Area Conference Center representative to discuss the details of your event such as room set-up, linens, audio-visual needs, etc.

**STEP 14:**

Finalize details with all vendors, service providers, speakers, volunteers and planning committee members.

**STEP 15:**

Assemble giveaways if needed and all other event supplies

**STEP 16:**

Arrive at Capitol Area Conference Center at your contracted time for final preparation.

**STEP 17:**

Enjoy a successful event.

**STEP 18:**

Conduct post-event evaluation to be analyzed by Planning Committee.

**STEP 19:**

Pay all vendors and other event costs; send "thank you" notes as needed.

**STEP 20:**

Prepare event final report including budget reconciliation and notes for next event.