



SPECIAL EVENT PLANNER & MENU

**Contact the professional sales team at the
Holiday Inn Champaign & Conference Center to plan your next event!**

Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

H
Holiday Inn
AN IHG® HOTEL

GUIDE TO SERVICES

The Holiday Inn Champaign is located at the heart of our beautiful city. Our location and services are perfect for both business or leisure guests. We are walking distance from the University of Illinois, State Farm Center and the Memorial Stadium.

The hotel is only minutes away from the Willard Airport (CMI). Enjoy our complimentary airport shuttle available 24 hours a day. Business travelers can enjoy our complimentary high-speed Internet access, in-room desk and 24-hour Fitness and Business Center.

Whether you are planning a meeting for 10 or a convention for 300, the Holiday Inn Champaign and staff are ready to exceed your expectations. We offer over 10,000 square feet of flexible conference space and our facility is perfect for board meetings, classroom settings, receptions and much more. Business necessities include state-of-the-art audio visual equipment and complimentary high-speed internet access. We are confident that you will see why our guests consider us the only choice for their next big event.



TABLE OF CONTENTS

GUIDE TO SERVICES	PAGE 2
GENERAL INFORMATION	PAGE 3
AUDIO VISUAL SERVICES	PAGE 4
BREAKFAST SELECTIONS	PAGE 5
TAKE A BREAK	PAGE 6
LUNCH SANDWICHES & SALADS	PAGE 7
LUNCH ENTRÉES	PAGE 8
BOX LUNCHESES	PAGE 9
PLATED DINNER	PAGE 10
PLATED DINNER	PAGE 11
DINNER BUFFETS	PAGE 12
HORS D'OEUVRES	PAGE 13
DESSERT	PAGE 14
BEVERAGE SERVICE	PAGE 15
MEETING/EVENT CHECKLIST	PAGE 16
POLICYS AND GUIDELINES	PAGE 17



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

GENERAL INFORMATION

HOTEL AT A GLANCE

Number of Floors.....5
 Number of Guest Rooms187
 Number of Conference Rooms.....12
 Complimentary Parking

STANDARD GUEST ROOM AMENITIES

Refrigerator
 50-inch flat screen HDTV
 Complimentary Wireless High Speed Internet
 Voice Mail
 Hair Dryer
 Single Coffee Maker
 Iron & Ironing Board
 Same Day Laundry Service
 Clock Radio
 Oversized Desk
 Room Service
 24-Hour Business Center
 24-Hour Fitness Center
 Indoor Swimming Pool
 Check-In.....3:00 pm
 Check Out.....11:00 am

STATE STREET GRILLE LOCATED ON-SITE!

MEETING ROOM	DIMENSIONS (L X W)	SQUARE FOOTAGE	THEATER	CLASSROOM	U-SHAPE	BANQUET	BOARD-ROOM	HOLLOW SQUARE
White Oaks Ballroom	64 x 72	4608	500	250	-	360	-	-
White Oaks 1	36 x 75	2592	225	132	60	180	60	80
White Oaks 2	28 x 36	1008	75	50	24	70	28	30
White Oaks 3	28 x 36	1008	75	50	24	70	28	30
Grand Prairie	21 x 70	1470	150	80	56	110	60	64
Grand Prairie 1&2 or 3&4	34 x 21	714	72	36	24	48	32	30
Grand Prairie 1, 2, 3, 4	17 x 21	357	36	18	12	24	16	18
Champaign Room	25 x 46	1150	115	72	40	80	36	40
Urbana Room	27 x 23	621	56	24	16	32	16	20
Savoy Room	25 x 48	1732	150	117	56	130	40	62
Skyway Room	14 x 66	957	120	60	56	80	40	62



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

AUDIO/VISUAL SERVICES

AUDIO/VISUAL

Priced per item per day.

VIDEO & COMPUTER EQUIPMENT

LCD Projector

Screen

MICROPHONES & SOUND EQUIPMENT

Lavalier Microphone

Wireless Microphone

Podium with Microphone

Podium without Microphone

OTHER EQUIPMENT

Dry Erase Board with Markers

Easel

Flipchart Easel with Markers

Paper Chart

Additional Vendor Tables

Dance Floor with Lighting

COMPLIMENTARY

Risers (8' x 4')

Vendor/Display Table (6 quantity)



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

BREAKFAST SELECTIONS

BUFFET BREAKFAST

THE MORNING EXPRESS

Assorted Coffee Cakes, Scones, Freshly Brewed Regular and Decaf Coffee, Herbal Teas.

THE EXECUTIVE CONTINENTAL

Assorted Fruit Juices, Sliced Seasonal Fruit and Berries, Assorted Coffee Cakes, Cinnamon Rolls, Freshly Brewed Regular and Decaf Coffee, and Herbal Teas.

THE GREAT START

Sliced Seasonal Fruit and Berries, Farm Fresh Scrambled Eggs, Breakfast Potatoes, Crisp Bacon, Country Sausage Patties, Assorted Coffee Cakes, Scones, Assorted Fruit Juices, Freshly Brewed Regular and Decaf Coffee, Herbal Teas.

THE FARMHOUSE

Sliced Seasonal Fruit and Berries, Farm Fresh Scrambled Eggs, Shredded Hash Browns, Sliced Ham, Biscuits and Gravy, Assorted Coffee Cakes, Scones, Assorted Fruit Juices, Freshly Brewed Regular and Decaf Coffee, Herbal Teas.

THE REGENCY BRUNCH

Sliced Seasonal Fruit and Berries, Assorted Coffee Cakes, Croissants, Broccoli Cheese Quiche, Crisp Bacon, Country Sausage Links, Lyonnaise Potatoes, Garden Salad with 2 Dressings, Caprese Salad, Seasonal Vegetables, Wild Rice with Dried Cranberries and Pecans, Roasted Chicken in Pesto Cream Sauce, Lemon Pepper Cod, Assorted Fruit Juices, Freshly Brewed Regular and Decaf Coffee, Herbal Teas, Iced Tea.



BREAKS

THE COMPLETE MEETING BREAK PACKAGE

Early Morning: Coffee Cakes, Sliced Seasonal Fruit and Berries, Assorted Fruit Juices, Freshly Brewed Regular and Decaf Coffee, Herbal Teas.

Mid-Morning: Freshly Brewed Regular and Decaf Coffee, Herbal Teas, Assorted Sodas, Bottled Water

Afternoon: Assorted Cookies, Brownies, Freshly Brewed Regular and Decaf Coffee, Iced Tea, Assorted Sodas, Bottled Water

*The Complete Meeting Break Package may be added to any buffet or plated lunch for \$14 per person

THE SWEET AND SALTY

Popcorn, Licorice, Assorted Hard Candies, Assorted Chocolate Candies, Gourmet Mixed Nuts, Hand Dipped Pretzel Rods, Freshly Brewed Regular and Decaf Coffee, Assorted Sodas, Bottled Water.

THE SUNDAE BAR

Vanilla and Chocolate Ice Cream, Chocolate Sauce, Caramel Sauce, Strawberry Topping, Whipped Cream, Cherries, Crushed Peanuts, Crushed Oreos, Chocolate Chips, Waffle Cups, Freshly Brewed Regular and Decaf Coffee, Assorted Sodas, Bottled Water.

THE LITE AND HEALTHY

Crudit  with Ranch Dip, Hummus with Pita Chips, Fresh Berries, Cheddar Cheese Cubes, Freshly Brewed Regular and Decaf Coffee, Assorted Sodas, Bottled Water.

THE PARFAIT BAR

Yogurt, Blueberries, Strawberries, Granola, Almonds Pastries and Assorted Fruit.



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

TAKE A BREAK

BEVERAGES

All break items are priced per quantity listed.

**REGULAR OR
DECAFFEINATED COFFEE**

ICED TEA OR LEMONADE

SOFT DRINKS

BOTTLED WATER

FRUIT JUICES

ASSORTED BOTTLED JUICES

FRESH BAKERY BY THE DOZEN

All break items are priced per quantity listed.

ASSORTED SCONES

**CINNAMON ROLLS WITH
CREAM CHEESE**

ASSORTED MUFFINS

BAGELS WITH CREAM CHEESE

COFFEE CAKE

APPLE AND CHERRY TURNOVERS

**CROISSANTS WITH BUTTER,
JELLIES, HONEY**

BROWNIES

**ASSORTED FRUIT AND
CHEESE DANISH**



SNACKS

All break items are priced as listed.

ASSORTED COOKIES

ASSORTED BROWNIES

DESSERT BARS

TORTILLA CHIPS & SALSA

SNACK MIX

PRETZEL TWISTS

**POTATO CHIPS &
FRENCH ONION DIP**

**FRESHLY POPPED
POPCORN**

Assorted seasonings.



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

LUNCH BUFFETS

CREATE YOUR OWN LUNCH BUFFET

**Lunch buffets can be prepared as a served, plated version with your choice of one entrée, one salad, one starch, and one vegetable. Plated lunches are served with warm rolls and butter, water, tea, coffee, and Chef's choice dessert. Events with a minimum guarantee of less than 25 must have a plated meal.*

Entree Selections (Choose 1 or 2)

Grilled Rosemary Garlic Chicken

Polynesian Grilled Chicken

Country Fried Chicken

Slow Roasted Beef Brisket

Braised Pot Roast

Grilled Flat Iron Steak

Herb Crusted Pork Roast

Honey Dijon Pork Loin

Roasted Turkey

Almond Crusted Cod

Vegetarian or Meat Lasagna

Cavatappi Carbonara

Butternut Squash Ravioli

SALAD SELECTIONS (CHOOSE 1)

Garden Salad with Two Dressings

Caesar Salad

Spinach Strawberry Salad

BLT Salad

Traditional Pasta Salad

Cucumber Tomato Salad

STARCH SELECTIONS (CHOOSE 1)

Loaded Mashed Potatoes

Roasted Garlic Mashed Potatoes

Oven Roasted Red Potatoes

Au Gratin Potatoes

Sweet Potato Casserole

Wild Rice Blend

Gourmet Macaroni and Cheese

Farfalle Alfredo

VEGETABLE SELECTIONS (CHOOSE 1)

Seasonal Vegetable Blend

Green Beans with Bacon and Onion

Honey Glazed Carrots

Cream Corn Casserole

Corn O'Brien

Roasted Vegetables

Broccoli and Cauliflower



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025



THEMED LUNCH BUFFETS

THEMED LUNCH BUFFETS

Themed Lunch Buffets Include, Water, Tea, Coffee, and Chef's Choice Dessert. Minimum Guarantee 25 people.

THE BOARDROOM

Fresh Fruit Bowl, Mixed Garden Greens Salad with Assorted Dressings, Amish Potato Salad, Traditional Pasta Salad, Sliced Deli Meats (Roasted Turkey Breast, Roast Beef, Virginia Ham, Salami), Sliced Cheeses (Swiss, Provolone, Cheddar), Lettuce, Tomato, Pickle, Onion, Mustard, Mayonnaise, Assorted Buns and Rolls.

HOT OFF THE GRILL

Grilled Hamburgers, Brats, Macaroni Salad, Baked Beans, Assorted Condiments, Relish Tray, Assorted Rolls and Buns, Potato Chips and Dip.

SOUP AND SALAD BAR

Choice of Two Soups (Chicken Noodle, Chili, Broccoli Cheddar, Black Bean, Tomato, Cream Corn Chowder, Minestrone, Potato and Bacon, White Bean and Ham, Vegetable Beef), Mixed Garden Greens and Spring Mix Salad with Dressings, Assorted Salad Toppings.

LITTLE ITALY

Italian Salad, Tortellini Pasta Salad, Italian Green Beans, Chicken Broccoli Alfredo, Choice of Two Pizzas (Cheese, Pepperoni, Sausage, Vegetarian, Supreme), Garlic Bread.

SOUTH OF THE BORDER

Chicken Enchiladas, Spicy Ground Beef, Corn Taco Shells, Flour Tortillas, Tri-Colored Tortilla Chips, Shredded Lettuce, Shredded Cheddar Cheese, Pico de Gallo, Olives, Onions, Jalapenos, Salsa, Sour Cream, Guacamole, Refried Beans, Spanish Rice.

THE SMOKEHOUSE

Creamy Coleslaw, Yukon Gold Potato Salad, Bourbon Mustard Pulled Chicken, Smoked Pork, Memphis Style BBQ Sauce, Kentucky Black Sauce, Hoppin' John with Chipotle Tomato Vinaigrette, Sweet Corn Casserole, Cheddar Cheese and Scallion Biscuits.



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

BOXED LUNCH MENU

BOXED LUNCHES

All sandwiches are served on a Kaiser roll with lettuce, tomato, pickle slices, and condiment packets on the side, and a bottle of water.

BOXED LUNCHES

SANDWICH, WRAP, AND SALAD SELECTIONS

Choose two:

- HAM & CHEESE
- TURKEY & CHEESE
- ROAST BEEF & CHEESE
- CHICKEN SALAD
- TUNA SALAD
- CHICKEN CAESAR WRAP
- BLT WRAP
- ITALIAN WRAP
- HUMMUS & VEGGIE WRAP

FRESH SLICED CHEESE SELECTIONS

- CHEDDAR
- PROVOLONE
- PEPPER JACK
- SWISS



GOURMET ACCOMPANIMENTS

Choose two items to be served with all sandwich selections.

- FRESH FRUIT SALAD
- PASTA SALAD
- POTATO SALAD
- POTATO CHIPS
- WHOLE FRUIT
- FRESHLY BAKED COOKIES
- CHOCOLATE BROWNIES

BEVERAGES

Bottled waters included in boxed lunches. Sodas may be purchased.



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

PLATED DINNERS

Plated Dinner Entrées Include Choice of Salad, Vegetable and Starch, Warm Rolls and Butter, Water, Tea, Coffee, and Chef's Choice Dessert.

Priced per guest.

ENTRÉE SELECTIONS

CHICKEN:

ROASTED CHICKEN

Served with sparkling wine sauce.

STUFFED CHICKEN FLORENTINE

Served with spinach cream sauce.

BBQ CHICKEN

Served with cornbread stuffing and bourbon shallot sauce.

CROWN BREAST OF CHICKEN

Served with garlic and mushroom filling.

CRAB STUFFED CHICKEN

Served with red pepper coulis.

PORK:

CHORIZO AND CORNBREAD STUFFED PORK LOIN

Served with cilantro red pepper sauce.

HERB ROASTED PORK LOIN

Served with spinach, feta, and sun dried tomatoes.

GRILLED ROSEMARY BONE IN PORK CHOP

Served with apple brandy sauce.

BEEF:

SLOW ROASTED PRIME RIB

10 oz. served with au jus.

NY STRIP AU POIVRE

10 oz. served with brandy peppercorn sauce.

RED WINE BRAISED BEEF

GRILLED RIBEYE

10 oz. served with chive butter.

PEPPER CRUSTED FILET

8 oz. served with bleu cheese butter.

SIRLOIN OSCAR

8 oz. served with crab and asparagus.

SEAFOOD:

SEARED TWIN CRAB CAKES

Served with remoulade sauce.

GRILLED CITRUS MAHI MAHI

ROASTED SALMON

Served with brown sugar glaze.

VEGETARIAN:

FLORENTINE STUFFED SHELLS

Served with marinara sauce.

WILD MUSHROOM NAPOLEON

Served with asparagus and grape tomatoes.

VEGAN AND GLUTEN FREE:

STUFFED PORTABELLA MUSHROOM

Served with Italian braised vegetables on wild rice.

MARINATED GRILLED VEGETABLE SKEWERS

Served on Saffron rice.



H Holiday Inn
— BY IHG —

Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

10

PLATED DINNER ADD ONS

SALAD SELECTIONS

MIXED GARDEN GREENS SALAD

ROMAINE HEARTS

Served with shaved Parmesan, fresh croutons, and creamy dressing.

SPINACH SALAD

Served with strawberries and pecans.

BLT WEDGE

Served with tomato and bacon.

HARVEST SALAD

Served with cranberries, Feta cheese, and toasted almonds.

VEGETABLE SELECTIONS

RAINBOW WHOLE ROASTED BABY CARROTS

SESAME GREEN BEANS

ASPARAGUS WITH BALSAMIC

ROASTED VEGETABLES

GRILLED SEASONAL VEGETABLES

STEAMED BROCCOLINI

STARCH SELECTIONS

GARLIC MASHED POTATOES

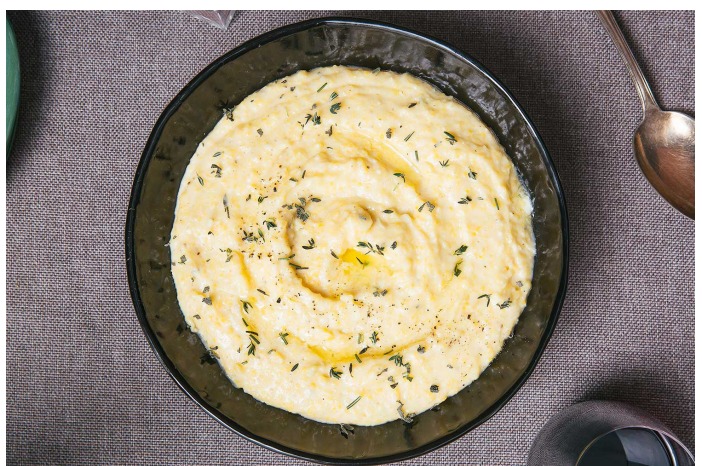
LOADED MASHED POTATOES

OVEN ROASTED RED POTATOES WITH ROSEMARY AND PARMESAN

ROASTED SWEET POTATOES IN HONEY GLAZE

POTATO GNOCCHI IN MUSHROOM CREAM SAUCE

WILD RICE



Holiday Inn & Conference Center • 101 Trade Center Drive • Champaign, IL 61820 • 217-398-3400
Prices are subject to change due to market fluctuations Final menu prices will be guaranteed 7 days prior to event.
Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice.
06/19/2025

DINNER BUFFETS

DINNER BUFFETS

Our dinner buffets are designed to provide a selection that will please a variety of tastes, especially when it comes to pleasing your guests. All buffets are served with an assortment of hot rolls, butter, chef's choice dessert, regular and decaffeinated coffee, tea, and water. Dinner Buffets require a minimum of 35 guests. Priced per guest.

TWO ENTRÉE BUFFET

2 entrées, 2 starches, 2 salads, and 2 vegetables.

THREE ENTRÉE BUFFET

3 entrées, 2 starches, 2 salads, and 2 vegetables.

STEP 1 PICK YOUR ENTRÉES

CHICKEN MARSALA

BALSAMIC CHICKEN

CHICKEN FLORENTINE

RED WINE BONELESS CHICKEN THIGHS

BRAISED BEEF

SLICED BEEF BRISKET*

STUFFED FLANK STEAK*

OVEN ROASTED TURKEY*

MAPLE CINNAMON GLAZED HAM*

ROSEMARY PORK LOIN*

CAJUN PORK CHOPS

SPINACH AND GARLIC STUFFED PORK ROAST*

LINGUINE WITH LOBSTER AND CORN

FETTUCCINE WITH GRILLED SAUSAGE

MANICOTTI

EGG PLANT PARMESAN

* CARVING STATION OPTIONAL ...75.00 PER ATTENDANT

STEP 2 PICK YOUR STARCH

CHOOSE TWO:

Loaded Mashed Potatoes

Garlic Mashed Potatoes

Potato Gratin with Onion and Bacon

Oven Roasted Red Potatoes

Au Gratin Potatoes

Sweet Potato Casserole

Wild Rice Pilaf

Herb New Potatoes

STEP 3 PICK YOUR SALAD

CHOOSE TWO:

Garden Salad with Two Dressings

Caesar Salad

Spinach Strawberry Salad

Cheese Tortellini Salad

Mediterranean Green Bean Salad

Apple and Pecan Salad

Tomato, Cucumber, Feta, Mint Salad

Broccoli Salad

BLT Salad

Fresh Fruit Salad

STEP 4 PICK YOUR VEGETABLE

CHOOSE TWO:

Seasonal Vegetable Blend

Honey Glazed Carrots

Baby Green Beans

Roasted Vegetables

Corn O'Brien

Asparagus

Broccoli and Cauliflower



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

HORS D'OEUVRES

HOT SELECTIONS

MEATBALLS (SWEDISH, BBQ, OR SWEET AND SOUR)

MINI BEEF WELLINGTON PUFFS

with Sun-Dried Tomato Aioli

ASSORTED PETITE QUICHE

CHICKEN SATAYS

with Peanut Sauce

STUFFED MUSHROOMS (SEAFOOD OR VEGETARIAN)

BONELESS WINGS

(BBQ, Buffalo, or Teriyaki) with Ranch and Bleu Cheese

CHICKEN QUESADILLAS

with Sour Cream and Salsa

CRAB RANGOONS

with Sweet and Sour

VEGETABLE SPRING ROLLS

with Sweet and Sour

BACON WRAPPED SCALLOPS

with Dill Aioli

JERK CHICKEN SKEWERS

with Pineapple Salsa

GREEK SPANAKOPITAS

BACON WRAPPED DATES



CHILLED SELECTIONS

TOMATO, MOZZARELLA, AND BASIL BRUSCHETTA

DEVEILED EGGS

with seasonal garnishes

SALAMI CORONETS

with Chive Cream Cheese

JUMBO SHRIMP COCKTAILS

CUCUMBER CANAPES

with Herbed Cream Cheese

ANTIPASTO KABOBS

with Fresh Mozzarella

PEAR, BRIE, AND HONEY BRUSCHETTA

CHOCOLATE DIPPED STRAWBERRIES

VEGETABLE CRUDITES

with Ranch and Roasted Vegetable Dip

CHEESE DISPLAY

with Dried Fruits, Nuts, and Crackers



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

DESSERTS

DESSERTS

Desserts are offered for luncheons or dinners and are priced per serving unless otherwise noted.

COBBLER

Apple, Peach, or Cherry.

ASSORTED CHEESECAKES

CHOCOLATE CAKE

STRAWBERRY SHORTCAKE

CHOCOLATE MOUSSE

CARROT CAKE



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

BEVERAGE & BAR SERVICE

CASH BAR

Bartender hourly fee, per bartender.

Bar set-up fee.

House Brands
Premium Brands
Top Shelf Brands
House Wine
Domestic Bottled Beer
Imported Bottled Beer

NON-ALCOHOLIC BEVERAGES

Soda

KEG BEER

Domestic beer
Premium or import beer

HOUSE WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Cabernet Sauvignon
Merlot
Chardonnay
White Zinfandel
Pinot Grigio
Moscato

CHAMPAGNE & SPARKLING WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Champagne
Asti Spumante
Prosecco

Special requests priced accordingly.

HOSTED BAR

Bartender hourly fee, per bartender.

Bar set-up fee.

House Brands
Premium Brands
Top Shelf Brands
House Wine
Domestic Bottled Beer
Imported Bottled Beer

NON-ALCOHOLIC BEVERAGES

Soda

House Brands - Smirnoff Vodka, New Amsterdam, Gin, Castillo Silver Rum, Famous Grouse Scotch, Four Roses Bourbon, Corazon Silver Tequila, Early Times Whiskey, Amaretto, Triple Sec, Budweiser, Bud Light, Miller Lite, Michelob Ultra, Coors Light, House Red and White Wines, Assorted Sodas

Premium Brands - Tito's Vodka, Tanqueray Gin, Bacardi Light Rum, Malibu Rum, Captain Morgan Spiced Rum, Jim Beam, Hornito's Tequila, Hennessy, Dewar's Scotch, Jack Daniel's, Kahlúa, Baileys Irish Cream, Disaronno, Cointreau, Blue Moon, Heineken, Angry Orchard.

Top Shelf Brands - Ketel One Vodka, Hendricks Gin, Johnnie Walker Black Scotch, Crown Royal Canadian Whiskey, Jameson Whiskey, RumChata, Knob Creek, Grand Marnier, Courvoisier, Modelo, Stella Artois, Goose Island IPA.

***Holiday Inn can accommodate your special requests if available**

Please see our Policies page for an important notice regarding the service of alcohol.

Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

15

MEETING/EVENT CHECKLIST

ORGANIZE MEETING NOTES AND MATERIALS AND REVIEW YOUR TIMELINES

Once you've established the framework of your meeting and know its general requirements, you're ready to contact hotels and discuss planning specifics. You'll find it helpful to set up an organizer with sections for the various planning steps so you can keep all the meeting information in one place. Some suggested section titles include:

Schedules	Audio/Visual Equipment	Budget	Food & Beverage
Contacts	Recreation	Rooming List	Speakers
Ground Transportation	Entertainment	Event Communications	Spouse Programs
Meeting Room Setups	VIPs		

3 TO 5 MONTHS OUT

- Determine the objective of your meeting
- Get your budget approved
- Check calendar of events taking place near your desired venue to avoid conflicts
- Book meeting site and necessary hotel rooms
- Speak to Meetings Director or Sales Manager about menus and meeting room needs
- Set up master account for meeting charges and determine who can sign for charges
- Invite speakers and provide scope of desired presentation
- Invite attendees
- Make travel arrangements
- Decide on any marketing needs; begin creative development

TIMELINE

These are general guidelines to keep in mind concerning what needs to be done and when. You may be on a tighter deadline, or have luxurious amounts of time (lucky!). Generally, you should start planning three months in advance so your attendees can arrange their schedule, speakers can begin to prepare their presentations, and you can relax a bit. Every program is different, so adapt this timeline as needed.

EVENT

- Confirm menus, room setups, and supplies in writing with your Meetings Director
- Reach out to speakers to check on their presentations (they'll likely need urging)
- Inform hotel of guest arrival time so front desk can be properly staffed
- Order gifts and amenities
- Order signs and printed materials
- Introduce any marketing materials into market
- Mail agenda and any brochures to attendees; suggest a dress code and arrival times

3 WEEKS BEFORE MEETING

- Check in again with speakers; offer assistance with Audio/Visual and handouts
- Reconfirm quantity of hotel rooms needed and amenities

1 WEEK BEFORE MEETING

- Ship materials to location so that they arrive AT LEAST 24 hours before your arrival
- Confirm all outside equipment orders (like Audio/Visual)
- Make arrangements for shipping materials back to your office after event
- Finalize food and beverage counts for the first day of events
- Finalize needs for outside tickets/entertainment sources
- Take a master copy of all handouts and brochures; in a pinch, you can arrange to have them copied
- Take a deep breath; you're almost there

DAY BEFORE MEETING

- Review details with Meetings Director or Sales Manager
- Inspect all shipped materials
- Inspect signage and hotel message boards
- Ensure rooms have proper amenities
- Relax; everything will be great!

MEETING DAY(S)

- Check all function spaces one hour before use
- Notify Meetings Director immediately of any changes
- Meet with Meetings Director every afternoon/evening to go over itemized costs for the day
- Sign checks and keep ongoing record of expenses
- Be available for attendees; be patient if they offer advice or criticism (it's been known to happen); thank them warmly for compliments

WRAP UP

Sit down with Hotel Meetings Representative to review all your sessions and your charges. Be sure to praise the performance of staff who have provided exceptional service. Consider circulating a survey or a feedback form to attendees to assess success of event and areas of improvement for next time. Pat yourself on the back: nice job!



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025

POLICYS AND GUIDELINES



DEPOSITS & PAYMENTS

Weekend Events require a non-refundable deposit with the signed contract. The deposit will guarantee your space and will be applied to your final balance. Final payment will be due prior to the event. Holiday Inn Champaign requires a credit card on file to cover any additional charges incurred during the event.

GUARANTEE

A guarantee of the number of persons attending your event is required by noon 7 days prior to your event. This number is not subject to reduction. If no guarantee is received, the contracted number of guests will be considered the guaranteed number.

CANCELLATION

Please see contract for cancellation policies and penalties.

FOOD & BEVERAGE SERVICE

Holiday Inn Champaign will adhere to all federal, state, and local laws in regards to food and beverage served. The Holiday Inn Champaign will not serve alcohol to any persons under the age of 21 or anyone that appears intoxicated. It is the policy of the Holiday Inn Champaign that no outside liquor, beer, or wine be brought in from outside.

All food and beverage consumed must be purchased through the Holiday Inn Champaign. (Cake & Dessert excluded.)

Holiday Inn Champaign does not allow the removal of food or beverages from the function.



Holiday Inn & Conference Center · 101 Trade Center Drive · Champaign, IL 61820 · 217-398-3400

Prices are subject to change due to market fluctuations. Final menu prices will be guaranteed 7 days prior to event. Prices do not include taxable 22% service charge or 11.5% sales tax. Menu prices subject to change without notice. 09/29/2025



Holiday Inn

AN IHG® HOTEL

Holiday Inn & Conference Center • 101 Trade Center Drive • Champaign, IL 61820 • 217-398-3400