



# ***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. We also boast over 10,000 square feet of Meeting Space suitable for all size events.

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.



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07/31/2023

# GENERAL INFORMATION

## HOTEL AT A GLANCE

Number of Floors ..... 5  
 Number of Guest Rooms..... 187  
 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 Ball-room	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



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# 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

A/V Projection Cart

Dry Erase Board with Markers

Large Dry Erase Board with Markers

Easel

Flipchart Easel with Markers

Additional Paper Chart

Table-Top Podium

Screen0

Phone Line

Extension Cord

Power Strip

Additional Vendor Tables

## COMPLIMENTARY

*Priced per item per day.*

Risers (8' x 4')

Vendor/Display Table (6 quantity)



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# 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 \$12 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.



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# 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**

**HOMEADE 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 & SALSAS**

**SNACK MIX**

**PRETZEL TWISTS**

**POTATO CHIPS AND FRENCH ONION**

**FRESHLY POPPED POPCORN**

Assorted seasonings.



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# 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.*

*One Entrée Selection: 19.00 | Two Entrée Selection: 21.00*

### 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

Grilled Steak Adobo

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

Pepperoni Pizza 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



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# 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, Johnsonville 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, Four Tortillas, Tri-Colored Tortilla Chips, Shredded Lettuce, Shredded Cheddar Cheese, Pico de Gallo, Olives, Onions, Jalapenos, Salsas, 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.



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# 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 upon consumption for \$2.00.



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# 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 SHORT RIBS

#### 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.

#### GRILLED RED SNAPPER

Served with jerk pineapple salsa. Subject to availability.

### 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 brased vegetables on wild rice.

#### MARINATED GRILLED VEGETABLE SKEWERS

Served on Saffron rice.



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# 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

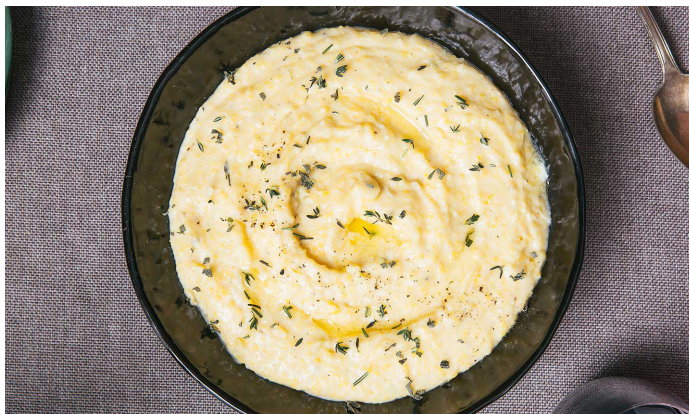
### ROASTED SWEET POTATOES IN HONEY GLAZE

### GARLIC POLENTA

### POTATO GNOCCHI IN MUSHROOM CREAM SAUCE

### BULGUR PILAF WITH SUN-DRIED TOMATOES

### WILD RICE



## ADD ON STATIONS

*Stations are designed to be an addition to any buffet meal. Stations are not sold individually. Customized, full Station to Station Menus available upon request.*

*Minimum Guarantee 25*

### MASHED POTATO MARTINI BAR

Red Skin Mashed Potatoes, Garlic Yukon Mashed Potatoes, Mashed Sweet Potatoes, Butter, Sour Cream, Chives, Bacon, Cheddar Cheese, Brown Sugar, Maple Syrup, Chopped Pecans, Basil Pesto, Chopped Broccoli, Sautéed Mushrooms

### PASTA BAR

Farfalle, Cheese Tortellini, Fettuccini, Marinara, Alfredo, Basil Pesto Sauce, Grated Parmesan Cheese, Mushrooms, Sun-Dried Tomatoes, Olives, Zucchini, Yellow Squash, Bell Peppers

### FAJITA BAR

Seasoned Beef, Seasoned Chicken, Sautéed Onions and Peppers, Flour Tortillas, Sour Cream, Pico de Gallo, Cheddar Cheese, Guacamole, Jalapenos



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# 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, regular and decaffeinated coffee, tea, and milk. 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

### FETTUCINE WITH GRILLED SAUSAGE

### MANICOTTI

### EGG PLANT PARMESAN

\* CARVING STATION OPTIONAL

## 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

Bulgur Pilaf with Sun-Dried Tomatoes

## 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



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# HORS D'OEUVRES

## HOT SELECTIONS

*Priced 5.50 per person, per item.*

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

*Priced 5.50 per person, per item.*

TOMATO, MOZZARELLA, AND BASIL BRUSCHETTA  
DEILED EGGS WITH SEASONAL GARNISHES  
SALMIC 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



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# 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**



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# BEVERAGE & BAR SERVICE

## CASH BAR

Bartender hourly fee is \$15.00 per hour, per bartender.

Bar set-up fee is \$50.00 and is a one time 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

Special requests priced accordingly.

## HOSTED BAR

Bartender hourly fee is \$15.00 per hour, per bartender.

Bar set-up fee is \$50.00 per hour.

### HOUSE BRANDS

### PREMIUM BRANDS

### TOP SHELF BRANDS

### HOUSE WINE

### DOMESTIC BOTTLED BEER

### IMPORTED BOTTLED BEER

### NON-ALCOHOLIC BEVERAGES

Soda

## HOST BAR PACKAGES

All Host Bar Packages include setup, your choice of house, premium, or top shelf liquor wine, bottle beer, and soft drinks. Priced per guest.

Time of Service	House	Premium	Top Shelf
1 Hour			
2 Hours			
3 Hours			
4 Hours			

**House Brands** - Smirnoff Vodka, New Amsterdam Vodka, Gin, Castillo Silver Rum, Famous Grouse Scotch, Four Roses Bourbon, Carazon Silver Tequila, Early Times Whiskey, Amaretto, D.Kuyper, 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 Rum, Hornito's Tequila, Dewar's Scotch, Jack Daniel's Bourbon, Kahlúa, Baileys Irish Cream, Disaronno, Amaretto, Cointreau, Blue Moon, Budweiser, Bud Light, Miller Lite, Heineken, Coors Light, Angry Orchard, Michelob Ultra, House Red and White Wines, Assorted Sodas

**Top Shelf Brands** - Ketel One Vodka, Hendricks Gin, Bacardi Light Rum, Malibu Rum, Captain Morgan Spiced Rum, Johnnie Walker Black Scotch, Maker's Mark Bourbon, Jack Daniel's Bourbon, Crown Royal Canadian Whiskey, Jameson Whiskey, Kahlúa, Baileys Irish Cream, RumChata, Amaretto, Disaronno, Knob Creek, Grand Marnier, Blue Moon, Budweiser, Bud Light, Miller Lite, Heineken, Coors Light, Modelo, Stella Artois, Goose Island IPA, Angry Orchard, Michelob Ultra.

Hosted Hourly Bars

House Red and White Wines, Assorted Sodas

### Unlimited Soda Fountain

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

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



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07/31/2023

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# 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.

### AT LEAST 1 MONTH BEFORE 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!



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