



pennsylvania

FARM SHOW COMPLEX AND EXPO CENTER

Pre-Conference/Meeting Checklist

It is our objective to make certain that you have a successful event, and pre-planning is a critical component in achieving that objective. To that end, we have developed this "Conference/Meeting Planning Document." We hope you find it to be a useful tool and while it addresses most issues that arrive in holding an event at the Complex, it is not all-inclusive. Please do not hesitate to ask questions or make suggestions or recommendations as you use this document.

Name of Event _____

Date of Event _____

Set up Date & Time _____ **Actual Event Start Time** _____ **End Time** _____

General Purpose and Brief Description of Event _____

Contact Person _____

Telephone - Office _____ **Cell** _____ **E-Mail** _____

1. Event location:

- Commonwealth Rm (VIP Lounge)
- Banquet Hall
- Susquehanna Room (Room B)
- Delaware Room (Room C)
- Allegheny Room (Room D)
- Monongahela Room (Room E)
- Erie Room (Crossroads CC)
- Scranton Room (Crossroads CC)

- Board Room
- Skybox 1 (Philadelphia Rm.)
- Skybox 2 (Lancaster Rm.)
- Skybox 3 (Pittsburgh Rm.)
- Small Arena Office
- Pennsylvania Room
- Other _____

2. Expected attendance: _____

3. Number of tables: _____ Rectangle - 2'6" x 8' (seats 4 or 8)
_____ Round - 6' (seats 8)
_____ Round - 8' (seats 10)

4. Number of chairs:
_____ for theatre style (no tables) _____ for classroom style (set at rectangle tables)
_____ for banquet style (set at round tables)

Will you need any of the following? Please check Yes or No.

5. Registration table Yes No
How many? _____
Location of table? _____
How many chairs? _____
Skirting needed? (**FOR REGISTRATION TABLES ONLY**) Yes No

6. Podium* Yes No Free Standing or Table Top

7. Microphone* Yes No
How many?
Wired _____ Wireless _____
Location? _____

*****Note: UP TO 3 MICROPHONES ARE AVAILABLE*****

8. PROJECTOR SCREEN* Yes No What size _____ ? How Many _____ ?

*Projection Screens Available: **Two** (10' x 13') **Two** (8' x 8') **Four** (5' x 5')

* **10x13 screens fit in the Banquet Hall and Commonwealth Rooms ONLY**

* **We do NOT provide Projectors. You will have to bring your own.**

9. Connect your laptop connected to Sound System?
* **We do NOT provide laptops. You will have to bring your own.**

Other Audio/Video Requests??

10. Will you be making a conference call? Yes No
* **We do NOT provide conference phones. You will have to supply your own phone and cord. Only old analog phones will work. Newer VOIP (voice over IP) devices are not operable with our lines in place.**

11. Extension cords* Yes No How long? _____ How many? _____

12. Room diagram** A detailed room diagram, indicating placement of tables, chairs, flag, podium, microphone and platform must be submitted along with this request form. Floor plans can be found online at
http://pafarmshowcomplex.pa.gov/Portals/0/Event%20Planners/Meeting_Rooms.xls.

13. Flags – U. S. and Pennsylvania Yes No
Normally placed at or near head table or on stage Comments: _____

14. Coat rack Yes No

15. Curtains for back drop Yes No

**120 feet of Pipe and Drape available, inside the PA Preferred Banquet Hall and VIP Lounge only.*

16. Stage* or platform* Location? _____
Size _____ Height _____

17. Stage/platform ramp in addition to steps? Yes No

18. Directional Signage* Yes No Comments: _____

19. Are you working with a decorator/av company? Yes No

Name _____

Phone _____

20. Will you have food at your event? Yes No

21. If so will it be:

Refreshments

Full Service Dining

Buffet Style

***Please note Service Charges apply to any and all special equipment. (i.e. podium, microphone, screen, stage/platform...)**

***FREE Wireless Internet is available throughout entire Farm Show Complex**

PASSWORD IS: farmshow

***The PA Farm Show Complex DOES NOT provide linens for your tables. Please contact Savor for linen service.**

If you have any questions concerning the use of our meeting rooms, please contact **Doug Cleckner** in the **Farm Show Administrative Office (717) 787-5374.**

General Comments:

Catering Services

We are in the business of renting event space and related services such as tables and chairs, utilities, Internet services etc. We do not directly provide food and beverage services as those services are provided by the Savor Catering Group through an ***exclusive contractual arrangement***. If you plan to include food and beverage services as part of your event, please contact or Lynn Becker with Savor Catering at 717-233-3113, or by email at lbecker@savorpa.com

******You are not permitted to bring your own food items.******

If at any point during the planning process for your event, or during the actual event, you have a question or a concern, please contact Doug Cleckner directly at (717) 787-5374 or dcleckner@pa.gov or any member of our management team.