



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:

- | | |
|--|--|
| <input type="checkbox"/> Commonwealth Rm (VIP Lounge) | <input type="checkbox"/> Board Room |
| <input type="checkbox"/> Banquet Hall | <input type="checkbox"/> Skybox 1 (Philadelphia Rm.) |
| <input type="checkbox"/> Susquehanna Room (Room B) | <input type="checkbox"/> Skybox 2 (Lancaster Rm.) |
| <input type="checkbox"/> Delaware Room (Room C) | <input type="checkbox"/> Skybox 3 (Pittsburgh Rm.) |
| <input type="checkbox"/> Allegheny Room (Room D) | <input type="checkbox"/> Small Arena Office |
| <input type="checkbox"/> Monongahela Room (Room E) | <input type="checkbox"/> Pennsylvania Room |
| <input type="checkbox"/> Erie Room (Crossroads CC) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Scranton Room (Crossroads CC) | |

2. Expected attendance: _____

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

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
Microphone for Podium Yes No

7. Microphone* Yes No How many? ____ Location? _____
***Note: Up to 3 microphones total 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')
***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? 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 Centerplate for linen service.**

***A room diagram and a time schedule are **REQUIRED** so we can assure prompt and accurate event preparation. This is necessary in order to guarantee holding this meeting space.**

(*LINK***)**

http://pafarmshowcomplex.pa.gov/Portals/0/Event%20Planners/Meeting_Rooms.xls

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 Centerplate Group through an ***exclusive contractual arrangement***. If you plan to include food and beverage services as part of your event, please contact Chef Waite Schmidt or Lynn Becker with Centerplate Catering at 717-233-3113, or by email at waite.schmidt@centerplate.com or lynn.becker@centerplate.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.