



Tips for Planning a Successful Meeting

Source: Mount Vernon Country Club

Plan Ahead

The more time there is to plan, the smoother the meeting will run. There will be time to find the proper venue with availability, contact all of the attendees, figure out the needs of the meeting, and make changes as necessary.

Be Organized

Only have one organizer. This will be the contact person for everyone, including the person holding the meeting, presenters, the attendees, the meeting site contact, and any vendors that may be used. If one person is in charge of all the people and information, there will be less chance of miscommunication or mistakes.

Know the Needs of Your Group

- How many people will be at the meeting?
- Does the group need any equipment or technology such as LCD projectors or wireless internet?
- What is the most efficient room set up for the group?
- How long will the meeting run? Will it be more than one day?
- Will there be any activities for the group? What materials are needed for these activities?
- Will the meeting run through breakfast or lunch time? What will meeting attendees be eating? What beverages are needed?
- Are there any special needs of attendees such as allergies or dietary needs? Are there any VIPs who would need to be impressed?
- Does everyone know how to get to the location? Are maps or special transportation needed?

Have Good Communication

It is important to clearly communicate with everyone involved in the meeting. Everyone will have needs, expectations, and questions. It is very important that everyone is on the same page to ensure a smooth and efficient execution of the meeting.

Communicate all changes with everyone involved. Attendees, venue, and vendors will all need to work together in order to ensure smooth execution of the meeting.

Follow Up

Good feedback is important for successful future meetings. Asking for input from attendees is helpful because it lets the organizer know what was done well and what could use improvement. Keep in mind, people may give more honest feedback if there is an anonymous way of collecting the information.

The above information was provided by the professional staff at Mount Vernon Country Club, located at 24933 Clubhouse Circle, Golden, CO 80401. For further meeting advice, or to book meeting space, contact the club at (303) 526-3104.