



YMCA Geneva Park Conference Checklist

Help make your stay at YMCA Geneva Park memorable, with its unique location offering the privacy and natural setting on Lake Couchiching to host your event. Use this checklist to highlight the distinct details for your groups needs when planning your event.

PRIOR TO 3 MONTHS:

- Set your budget:** YMCA Geneva Park can tailor your event to work in any budget. Our on site amenities and stunning location offer various options for activities and team building, regardless of the season!
- Join us for a site tour!** Join us on site to look at the meeting rooms available for your conference or event. We can also show you our dining room, amenities, and bedrooms available during that time.
- Make your choice!** With so meeting rooms in many different sizes to fit any group's needs, select your favourite meeting site to hold your personalized event. Book the meeting rooms and bedrooms needed at this time.
- Secure speakers:** Who do you want to help make your event a memorable one for participants. Have you heard someone speak or tell their story that made a true impact? Contact your choices early in order to secure them for your dates!
- Secure entertainment**
- Prepare a tentative agenda:** By laying out the agenda ahead of time, we can determine what "extras" you might need-projectors, snacks, meeting rooms, outdoor activities, etc. How can the YMCA Geneva Park staff make this year's conference the best it's ever been?
- Set up promotional materials:** What types of take home materials will your participants benefit from? Decide what posters, booklets, handouts, and other swag might prove beneficial. Talk to a designer and printer to get these things done in time to arrive at Geneva Park for your event.

TWO MONTHS:

- Finalize agenda:** Nail down what you want the formal part of your conference to include. Also consider including team building opportunities or optional recreational activities, utilizing the offerings at Geneva Park. Be sure to pass this onto your conference coordinator to ensure you have all of the necessary spaces reserved for your group.
- Confirm check-in and check-out time for meeting rooms and hotel bedrooms.**
- Confirm Social/Bar Services and arrange any Special Occasion Permits needed:** A minimum of 6 weeks prior notice is required in order to arrange a bar function. Where a special occasion permit is required, conference staff can assist you in the application process.

ONE MONTH PRIOR TO ARRIVAL:

- Plan AV requirements for each presenter:** When you secure the presenters for each session, ask them what their needs are- and set a deadline. Be sure to have these details ironed out early, so we can have everything set up on your arrival.
- Confirm meeting room set ups:** The presenters will probably have an idea how they would like each room set up. What configuration works best for them and the content they are presenting?
- Confirm special menu options (BBQs, Banquets, Receptions, etc.):** Menus and special requests should be discussed with your conference coordinator. Dietary requirements can be discussed at this time, including vegetarian and options for those with allergies and dietary restrictions.
- Confirm special services/food orders for morning, afternoon and evening breaks.**
- Prepare evaluation forms:** One month prior to your event, think about the outcomes you are hoping to see after your conference. Use this vision to create evaluation forms which will provide measurable results. How satisfied were your participants with the speakers, accommodations, activities, etc.? What was something they were hoping they could have had time for once they realized it was being offered at Geneva Park?



Geneva Park

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TWO WEEKS:

- Confirm rooming list:** Start by confirming rooms are booked for presenters and conference organizers (don't forget putting yourself on this list). If you are booking all conference participants, confirm the rooms match the RSVP's.
- Confirm special dietary needs of delegates and notify event location.**
- Finalize name badges**

ONE WEEK:

- Ship conference material:** Talk to your conference coordinator about the details of any materials. Be sure to indicate the number of boxes and what service is delivering it.
- Give final numbers for attendance and meals**
- Confirm final adjustments to details with on-site coordinator**

UPON ARRIVAL:

- Review details and walk through the property:** This is a great time to check out the meeting spaces (when available) and see the layout of the property. This will be the best time to discuss any concerns about participants moving between presentations or activities.
- Set up Registration Area**
- Notify Coordinator of changing plans immediately**

MEETING DAY: (one hour prior to start of meeting)

- Check meeting rooms for room temperature**
- Locate lighting controls**
- Distribute handouts**
- Check AV equipment with presenter's laptop**

PRIOR TO DEPARTURE:

- Does participant luggage need to be stored between check out time and departure**
- Share with your coordinator the names of staff who provided exceptional service**
- Collect evaluations from participants**
- Package, clearly label and make arrangements for all boxes to be shipped back to office:** If you are unable to travel with all of your gear, we can help. Ensure everything is packed up and labeled, and we can arrange courier back to your office. We will attach all charges to your final invoice.
- Book for the following year:** YMCA Geneva Park is a unique venue with conference groups returning year after year. Ensure your conference group has the opportunity to return next year to enjoy the beauty of the outdoors at Geneva Park. Talk to your conference coordinator about availability before your departure, and set up a time to discuss the details of next year's event in a few months.

AFTER THE CONFERENCE:

- Send letters of appreciation:** Say Thank You to those who helped make your conference memorable to those organizing and participating.
- Assess evaluation forms**
- Review and pay all bills**