



5 STEPS TO MEETING PLANNING SUCCESS

How to be a Meeting Planner Super Hero!

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EXPLORE MEET™ CENTERS SITES & SERVICES

Consider an all-inclusive venue like MEET™: A cost-effective meeting rental package with a host of services, custom options, a range of tech solutions and onsite expertise.



ASSESS "DAY-OF" NEEDS

To help execute logistics, on an as-needed basis enlist support staff (or an outsourced partner) to help your event run smoothly. Pro Tip: Designate an Onsite Meeting Manager to be physically in attendance

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MARKET YOUR MEETING

You can provide teaser materials, email reminders and descriptions of the meeting to help create momentum and interest as the meeting nears.



PICK PROPER DATE & VENUE

Consult with stakeholders. Pick an optimal day of week and time of year for the meeting. Vital venue considerations include: A convenient location, necessary room layouts, technology and amenities.

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SET SMART GOALS

When setting meeting goals, make them SMART, meaning: Specific, Measurable, Achievable, Relevant and Time-Bound.

