



2401 West Higgins Road (Higgins & Barrington) • Hoffman Estates, Illinois 60195 • 847-884-7000 • 847-884-7120 fax • www.thestonagate.com

# Planner's Guide

Here is a simple guide to help organize your event at The Stonegate.

Name of event: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

## A. Basic Event Information

1. Day(s) and date(s) of event: \_\_\_\_\_

2. Time event begins: \_\_\_\_\_  
ends: \_\_\_\_\_

3. Estimated number of people attending: \_\_\_\_\_

4. Type of seating required:

- Auditorium/theatre       Hollow square
- Classroom                 U-shape/Double U
- Rounds                       Dance floor
- Conference table         Hollow square

5. Anticipated audio-visual needs:

- 35mm slide projector     LCD panels
- Overhead projector       1/2" VHS/VCR
- Projection screen         Extension cords/  
power strips
- Video projector
- Microphone - type:
- Flip chart with markers
- White board with markers

6. Advanced shipments:

- Yes - Carrier: \_\_\_\_\_
- No

7. Food service required:

- Breaks
- Breakfast
- Lunch
- Reception
- Dinner

8. Billing:

- Direct billing
- Advance deposit/pre-payment

9. Tax Exempt:

- Yes                               No

## B. Three Weeks Before Your Event - Verify

1. Every schedule (indicate time) -

- Coordination/presenter arrives: \_\_\_\_\_
- Registration/cont. breakfast begins: \_\_\_\_\_
- Event begins: \_\_\_\_\_
- Morning break: \_\_\_\_\_
- Lunch: \_\_\_\_\_
- Afternoon break: \_\_\_\_\_
- Reception: \_\_\_\_\_
- Dinner: \_\_\_\_\_
- Event ends: \_\_\_\_\_

2. Menu selection:

- Please review current banquet menu

3. Additional equipment:

- Podium                               American flag
- Table-top lectern                 Piano
- Easel                                 Display tables
- Registration table/chairs       Stage/platform
- Materials table                  Table numbers
- Table for presenter
- Head table
- Other \_\_\_\_\_

4. In addition, do you need:

- Name tags                          Telephone
- Name table tents                 Speaker phone
- Transparencies                  Pads of paper/pens
- Computer                          Signs/banners
- Printer                              Security
- Fax services                       Secretarial services
- Typewriter                         Parking/valet
- Decorations/centerpieces
- Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_