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

5. Anticipated audio-visual needs:

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

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

4. In addition, do you need:

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

