

Council Meeting/Retreat (Allow 2+ months for out of State)

12 Months out

Group Decide where you want to (Dates and Locations)

10-11 Months out

Group provides general schedule of activities (Meetings and Meals)

Proposals to Locations of Interest

8-10 Months out

Contract Approved and Submitted to General Counsel for signature

Direct Bill Account Applications

Deposit Approved and mailed to venue

Dinner/Catering Venue options sought for offsite functions

6-8 Months out

Web link and call in available - Group Books their own guest rooms

Dinner venues and food and beverage menus ordered for meeting

3 Months out

Confirm AV needs and get approvals on Quotes

All Meal Function Menus confirmed with contract and monetary amounts approved for deposits

1 Month out

Send final AV and Food & Beverage Quotes

Request materials for meeting along with agenda to post to website

1 Week out

Final headcounts due to venues

Finalize website materials

1 Week after

Invoice reviewed, approved and submitted for payment