



Sports Planner Checklist - These tips are not all inclusive. You may have additional questions related to your specific group event.

Getting Started

- Determine date(s) and time(s) of the sporting event(s), and if possible a set of alternative date(s) and time(s).
- Decide on the destination city.
- Will guest rooms be needed? If so, how many?
- Will event space be needed for an awards banquet or ceremony? If so how much?
- Will food & beverage be needed?
- Will audio/visual equipment be needed?
- Determine the total budget spend for the event(s). Break down the budget to allow for:
 - Guest rooms
 - Meeting space
 - Food & beverage
 - Audio / visual equipment rental
- Determine the daily schedule.

Finding a Hotel

- Contact Visit Chicago Southland for sports facility and hotel information. Visit Chicago Southland will be glad to assist with bids, facility selection and site visits.

Ask about current Visit Chicago Southland booking incentives and grant programs.

Guest Rooms

- How many guest rooms will be required on each day of the event?
- What is the breakdown number of singles, doubles, and suites? Inquire about the different room types offered by the hotel.
- Are these counts estimates or exact?

- How many people will occupy each room?
- What is the budgeted guest room rate?
- Are connecting rooms required or would you prefer to have rooms with no connecting doors?
- Do all or any of the rooms need to be on the same floor or near each other?
- Will there be a chaperone in each room where minors are staying?
- Ask the hotel to shut off the outside phone lines and pay movies for specific rooms with minors.
- Ask the hotel to not permit room service to rooms with minors where no adult is present.
- Make sure the front desk does not supply keys to mini bars for rooms with minors.
- Determine how reservations for the group will be made. Will each team member be responsible for making their own reservations or will reservations be handled by one person?
- Ask the hotel to create a free customized personalized online group page event. Give the URL to team members allowing them to book their reservations quickly and easily. If using multiple hotel properties, check with the Chicago Southland Convention & Visitors Bureau about a hotel booking link.
- OR use the group code, supplied by the hotel.
- After check-in, ask the hotel sales manager for a copy of the room list complete with guest names and room numbers. This will allow you to know where everyone is in case of an emergency.
- Ask the hotel when names for all of the guest rooms are due by.

Event Space

- Use the meeting arranger (available thru Visit Chicago Southland) to determine the appropriate meeting room size needed for the meeting.
- Is the meeting room separated from adjoining rooms? Are there solid walls, sliding panel or air walls? View the hotel's meeting space floor plan images, where applicable.
- Determine the full duration of the event.
- If the event is scheduled over several days, are the start and end times different on each day?
- Determine the number of people attending. Are attendees' family and friends invited?
- What kind of seating arrangement is needed? (Reception, Theatre, U shape, Classroom, Conference, Banquet and Hollow Square)
- Prepare two lists for the seating plan one in alphabetical order and one in order by table number.
- Determine what type of Audio/Visual equipment is required for entertainment and speakers.
- Will a podium be needed?
- Is a stage required?
- Will a dance floor be needed?
- Is an extra station required for trophies or sports memorabilia?

Food and Beverage

- Determine the number of people to be served at the event.
- Determine menu and beverage choices.
- Is a separate hospitality room needed?
- What is the hotel's outside food and beverage policy? What are the liability insurance needs?
- Advise the hotel of any special dietary requirements for people attending the event.
- Determine the food and beverage service charges?

Billing and Payment

- Who is responsible for the payment of guest rooms and the event space?
- How will incidentals (phone calls, room service, etc.) be handled?
- How will final payment be made? Credit card, check, etc?
- Who will be authorized to make changes for the group that would involve extra charges from the hotel?
- Is an advanced deposit required? If so, is there a payment schedule?
- Would you like to set up a master bill with the hotel? If so, what charges will be added and who is authorized to make those charges?

Additional Basic Tips

- Check the available parking at the hotel. Is there a cost? Can the hotel accommodate parking for buses?
- Is transportation available to and from the airport? Is there a schedule or will you need to make reservations? Is there a charge?
- Ensure hotel is fully aware of the delivery and collection times planned by all outside vendors.
- Let property know of accessibility special needs for guests' rooms, public areas or function rooms.
- Advise the hotel of the approximate arrival time of the team to allow them to prepare adequate staffing.
- Is extra storage space needed for any equipment and is there a charge?
- Check out things to do in the area before or after the event.

Notes
