Pre-Conference/Meeting Checklist

It is our objective to make certain that you have a successful event, and pre-planning is a critical component in achieving that objective. To that end, we have developed this "Conference/Meeting Planning Document." We hope you find it to be a useful tool and while it addresses most issues that arrive in holding an event at the Complex, it is not all-inclusive. Please do not hesitate to ask questions or make suggestions or recommendations as you use this document.

Name of Event __________________________________________________________

Date of Event _____________________________

Set up Date & Time________ Actual Event Start Time________ End Time________

General Purpose and Brief Description of Event __________________________________________

Contact Person _________________________________

Telephone - Office __________________________ Cell __________________ E-Mail ________________

1. Event location:
   - Commonwealth Rm (VIP Lounge)
   - Banquet Hall
   - Susquehanna Room (Room B)
   - Delaware Room (Room C)
   - Allegheny Room (Room D)
   - Monongahela Room (Room E)
   - Erie Room (Crossroads CC)
   - Scranton Room (Crossroads CC)
   - Board Room
   - Skybox 1 (Philadelphia Rm.)
   - Skybox 2 (Lancaster Rm.)
   - Skybox 3 (Pittsburgh Rm.)
   - Small Arena Office
   - Pennsylvania Room
   - Other ________________

2. Expected attendance: ________________________________________________

3. Number of tables: ________ Rectangle - 2’6” x 8’ (seats 4 or 8)
   ________ Round – 6’ (seats 8)
   ________ Round – 8’ (seats 10)

4. Number of chairs:
   _____ for theatre style (no tables) _____ for classroom style (set at rectangle tables)
Will you need any of the following? Please check Yes or No.

5. Registration table □ Yes □ No
   How many? ________________________________
   Location of table? ________________________________
   How many chairs? ________________________________
   Skirting needed? (FOR REGISTRATION TABLES ONLY) □ Yes □ No

6. Podium* □ Yes □ No □ Free Standing or □ Table Top

7. Microphone* □ Yes □ No
   How many?
   Wired □ _______ Wireless □ _______
   Location? ________________________________

***Note: UP TO 3 MICROPHONES ARE AVAILABLE***

8. PROJECTOR SCREEN* □ Yes □ No What size _______ ? How Many_______ ?
   *Projection Screens Available: Two (8’ x 8’) Four (5’ x 5’)
   *We do NOT provide Projectors. You will have to bring your own.

9. Connect your laptop connected to Sound System?
   *We do NOT provide laptops. You will have to bring your own.

   Other Audio/Video Requests??

__________________________________________________________________________

10. Will you be making a conference call? □ Yes □ No
    *We do NOT provide conference phones. You will have to supply your own phone and cord. Only old analog phones will work. Newer VOIP (voice over IP) devices are not operable with our lines in place.

11. Extension cords* □ Yes □ No How long? _________ How many? _____

12. Room diagram** A detailed room diagram, indicating placement of tables, chairs, flag, podium, microphone and platform must be submitted along with this request form. Floor plans can be found online at http://www.farmshowcomplex.state.pa.us/Meeting.aspx

13. Flags – U. S. and Pennsylvania □ Yes □ No
Normally placed at or near head table or on stage  Comments: __________________________

14. Coat rack  ☐ Yes  ☐ No

15. Curtains for back drop  ☐ Yes  ☐ No
   *120 feet of Pipe and Drape available, inside the PA Preferred Banquet Hall and VIP Lounge only.

16. ☐ Stage* or ☐ platform*  Location? __________________________
    Size ______  Height ______

17. Stage/platform ramp in addition to steps?  ☐ Yes  ☐ No

18. Directional Signage*  ☐ Yes  ☐ No  Comments: __________________________

19. Are you working with a decorator/av company?  ☐ Yes  ☐ No
    Name __________________________
    Phone __________________________

20. Will you have food at your event?  ☐ Yes  ☐ No

21. If so will it be:
    ☐ Refreshments  ☐ Full Service Dining  ☐ Buffet Style

*Please note Service Charges apply to any and all special equipment. (i.e. podium, microphone, screen, stage/platform…)

*FREE Wireless Internet is available throughout entire Farm Show Complex
   PASSWORD IS: farmshow

*The PA Farm Show Complex DOES NOT provide linens for your tables. Please contact Savor for linen service.

If you have any questions concerning the use of our meeting rooms, please contact Doug Cleckner in the Farm Show Administrative Office (717) 787-5374.

General Comments:
Catering Services

We are in the business of renting event space and related services such as tables and chairs, utilities, Internet services etc. We do not directly provide food and beverage services as those services are provided by the Savor Catering Group through an exclusive contractual arrangement. If you plan to include food and beverage services as part of your event, please contact or Lynn Becker with Savor Catering at 717-233-3113, or by email at lbecker@savorpa.com

***You are not permitted to bring your own food items.***

If at any point during the planning process for your event, or during the actual event, you have a question or a concern, please contact Doug Cleckner directly at (717) 787-5374 or dcleckner@pa.gov or any member of our management team.