



# pennsylvania

## FARM SHOW COMPLEX AND EXPO CENTER

### 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Commonwealth Rm (VIP Lounge)  | <input type="checkbox"/> Board Room                  |
| <input type="checkbox"/> Banquet Hall                  | <input type="checkbox"/> Skybox 1 (Philadelphia Rm.) |
| <input type="checkbox"/> Susquehanna Room (Room B)     | <input type="checkbox"/> Skybox 2 (Lancaster Rm.)    |
| <input type="checkbox"/> Delaware Room (Room C)        | <input type="checkbox"/> Skybox 3 (Pittsburgh Rm.)   |
| <input type="checkbox"/> Allegheny Room (Room D)       | <input type="checkbox"/> Small Arena Office          |
| <input type="checkbox"/> Monongahela Room (Room E)     | <input type="checkbox"/> Pennsylvania Room           |
| <input type="checkbox"/> Erie Room (Crossroads CC)     | <input type="checkbox"/> Other _____                 |
| <input type="checkbox"/> Scranton Room (Crossroads CC) |  |

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)

\_\_\_\_\_ for banquet style (set at round 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.**