

## **ADMINISTRATIVE TIMETABLE FOR ORGANISERS**

### **Prior to 12 months before the conference:**

Future Holding Letters are sent to you, one copy of which should be signed and returned together with a £100 deposit.

### **12 months or less before the conference:**

Contractual booking forms are sent to you, one copy of which should be signed and returned together with a 10% deposit.

### **6 weeks before the conference:**

We require a completed '**Bedroom Requirements Form**' to be returned to us. This gives us an indication of your probable numbers and your preferred bedroom choices.

We will then send you the room plans to enable you to allocate bedrooms for your conference delegates.

### **7 days before the conference:**

We require a completed '**Final Details Form**' to be returned to us. This provides us with:

- Actual numbers (split into age groups and Bedroom Wings)
- Part time visitor details
- Day visitor details
- Details of which bedrooms cots, extra beds etc are needed
- Special dietary requirements
- Audio visual requirements
- Communion requirements
- Bar requirements including Receptions and Private Bars
- Layout of the conference halls/meeting rooms

It is important that this timetable is adhered to, as this will help to ensure the smooth running of your conference.