Site Selection

The following types of facilities are listed for your help in choosing the best facility for the most successful event possible. When selecting a site, you might want to consider: weather and time of year, local volunteer help, housing, participation of local public agencies, and whether you want to use live animals or classroom type atmosphere, or a combination of both. Other major events confliction with you event could be disastrous. Try to pick the location of your event in a heavily populated area. Families will be more apt to make an afternoon outing of your event if it is close by. If you are planning on flying in experts, try to locate close to a major airport because this will help to control your costs. For you convenience, refer to the checklist at the back of this manual for site selection. Following is a list of some of the different types of facilities you might use predicated on the type of event your group will decide to put on.

Churches
Coliseums
Community Centers
Convention Centers
Equine Facilities/Show Grounds
Extension Offices
Farms
Fire Departments
Hotels
Malls and Public Meeting Rooms
Museums
Race Tracks
Schools/Colleges
State and County Fairgrounds
Veterinary Clinics
VFW/Legion Posts
Sample – Facility Flow Chart

AHA Club
Thursday March, #, 20__ - Saturday March #, 20__

Code  Horse

Contact  Jane Doe
% Any Facility
Any address
Horsetown, St, Zip

Sales Manager  Barbara Bangs
Catering Manager  Doug Soup
Convention Manager  Steve Serdar
Exhibit Services  Freeman Decorating
Reservation Made by  Cards
Room Rates  single 99.99 double 109.00
Rooms picked up as of  (date)  (date)
Blocked  M/D  M/D
Pickup  M/D  M/D
Billing instructions  Master bill for organized function
Individually pay own incidentals
Comp Room  1 per 50 rooms
Authorized signature to master account  Jane Doe  John Smith

Arrival/Departure pattern:
Front office reservations note:

Scheduled food and Beverage functions

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Time</th>
<th>Function</th>
<th>Room</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday M/D/Y</td>
<td>7 am – 9 am</td>
<td>Reception</td>
<td>Meeting</td>
<td>225</td>
</tr>
<tr>
<td>Friday M/D/Y</td>
<td>Noon</td>
<td>Luncheon</td>
<td>Lunch Room</td>
<td>225</td>
</tr>
<tr>
<td>Friday M/D/Y</td>
<td>8 pm – 11 – pm</td>
<td>Dinner</td>
<td>Banquet Hall</td>
<td>225</td>
</tr>
<tr>
<td>Saturday M/D/Y</td>
<td>7 am – 9 am</td>
<td>Cont. Breakfast</td>
<td>Break Room</td>
<td>225</td>
</tr>
</tbody>
</table>

Outlets:  Should not make any major effort

Meeting note:

Lunchroom Note:
Banquet Hall Note:

Break Room Note:

Engineering Note:  Electrician will be needed to run outlets for Exhibits on (date/class/time). There are only ## booths; only electrical outlets will be required. Group will not give us orders in advance but there shouldn’t be much ordered.

PBX Note:  Be aware of scheduled functions

SECURITY NOTE:
Hyatt Regency O'Hare
Program

Organization name: Arabian Horse Club of Filly Town
Function Name: Mini Convention

<table>
<thead>
<tr>
<th>Date M/D/Y</th>
<th>Contact person</th>
<th>Phone Number/Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Manager</td>
<td>Barbara Bangs</td>
<td>123-123-1234</td>
</tr>
<tr>
<td>Catering Manager</td>
<td>Doug Soup</td>
<td>123-123-2345</td>
</tr>
<tr>
<td>Convention Manager</td>
<td>Steve Serdar</td>
<td>123-123-3456</td>
</tr>
</tbody>
</table>

Day/Date | Time | Function | Room | Attendance & Set up |
---|------|----------|------|---------------------|
**Thursday, March ##,###**
8am – 24 hours | Set up exhibits | Garage |
**Friday, March ##,####**
8:00 am – 6:00 pm | Set up Exhibits | Garage |
2:00 pm – 8:00 pm | Registration | Registration Booth B |
6:00 pm – 9:00 pm | Exhibitors boots open | Garage 24 booths |
7:00 pm – 11:00 pm | Reception and Cocktails | Garage 200 ppl |
8:30 pm – 10:00 pm | Fashion Clinic | Garage 200 ppl |
**Saturday March ##,#####**
8:00 am – 9:00 am | Registration | Booth B |
9:00 am – 6:00 pm | Meeting | Forum 225 ppl |
T/S
12 noon – 7:00 pm | Exhibit booths | Garage |
7:00 pm – 8:00 pm | Reception | Garage 225 ppl |
8:00 pm – 11:00 pm | Dinner/Auction | Forum 225 ppl |
**Sunday March ##,######**
8:00 am – 9:00 am | Cont. Breakfast | Garage 200 ppl |
9:00 am – 12:30 pm | Meeting | Forum 200 ppl |

**Arabian Horse Club of Filly Town**
Schedule of Events

**Thursday, March ##,###**
8:00 am – 24 hours | EXHIBIT SET UP | Garage |
8:00 am – 24 hours | REGISTRATION | Booth B |

Have area completely clear and clean. Freeman Decorating (contact name) will be setting pipe and drape (white & Blue) and carpet (gray) throughout hall. 24 booths (diagram attached) Have booth lean and available for storage items

Engineering note: Need Cufflock
Arabian Horse Club of Filly Town
Schedule of Events

Friday March ##,#####
24 hrs – 3:00 pm
Registration  Booth B  Each booth should have 1 – 6’ skirted table. Skirt in blue and 2 chairs
Engineering Note:  Electrician should be available during am for electrical outlet requests Booth should be cleaned and cufflocked.
Registration starts at 3 pm till 8 pm

6:00 pm – 11:00 pm  Garage  See catering for details

Arabian Horse Club of Filly Town
Schedule of Events

Saturday March ##,#####
8:00 am – 9:00 am
Registration  Booth B  Reset

8:00 am – 9:00 am
Cont. Breakfast  Exhibit area  See catering for details

9:00 am – 6:00 pm
Meeting  Forum  Set R/s style for 225. Gray tablecloths, VIP setup. Refresh at 10:30 am, 1:15 pm, and 3:30 pm. Have standing podium with mic and light
Engineering Note  1 -ST/POD/MIC with light

12 noon – 7:00 pm
Exhibits  Garage  Area should be clean

7:00 pm – 8:00 pm
Registration  Exhibit area  See catering for details

8:00 p0m – 11:00 pm
Dinner/Auction  Forum  See catering for details

Arabian Horse Club of Filly Town
Schedule of Events

Sunday March ##,#####
8:00 am – 9:00 am
Cont Breakfast  Exhibit Area  See catering for details

9:00 am – 12:30 Pm
Meeting  Forum  Set S/R for 225 ppl. Standing podium