

Tara Wildlife's Corporate Event Checklist

- Arrival/Departure Times.
- Registration Location
- Driving Directions to Tara and Travel Conditions. (Tara Map on Website)
- Provide Contact and Emergency Numbers to Attendees (Tara Lodge, Site Manager)
- Define Appropriate Dress During for Meeting Time, Social and Receptions, Free Time
- Room Assignment and Attendee List
- Select Menu and Meal Times
- Send Notice for any Dietary Considerations
- Cell Phone...Chargers and Cables
- Reception/Social Food and Beverages
- Registration Forms
- Meeting Handouts, Pens, Pencils, Note Pads, Name Badges
- Lap Tops if Required (attendee)
- Lap Top/Cords/Memory Cards
- Tara's Projector (In Focus)
- Special needs and Requirements if Any.
- DVD's Music
- Power Point Presentation Materials
- Additional Easel Pads, Markers
- Hand Outs and Printed Materials
- Souvenir, Awards, Prizes
- Confirm Facilitator for Meeting
- Meetings Completion Attendee Survey
- Tara Invoice Requirements
- Schedule Next Year's/Next Visit/Meeting Date To Tara.
- Free Time Game Activities and Gear
- Seating/Table Design and Arrangement
- Order Snacks and Break Time Refreshments/Coffee