

# NCTE

National Council of  
Teachers of English

## HOTEL/SITE DIRECTORY & CHECKLIST

Prepared by Jacqui Joseph-Biddle, NCTE Convention Director

Hotel Name: \_\_\_\_\_

Name of person in charge of hotel's convention service: \_\_\_\_\_

Phone: \_\_\_\_\_

Pager number \_\_\_\_\_

Procedure for altering room setups:

For adjusting room temperature:

Name of affiliate person who will check rooms: \_\_\_\_\_

Name of affiliate person at the Registration Desk: \_\_\_\_\_

Review procedures for adding new meetings: mutual consultation on all room usage during period NCTE is in hotel.

### Profile of Convention Week

Friday:      Registration Opens      4:00 p.m.  
                 Exhibitors set up      4:00 p.m.  
                 Opening General Session      7:00 p.m.

Saturday:    Registration      8:00 a.m.-5:00 p.m.  
                 Exhibits Open      8:00 a.m.-5:00 p.m.  
                 Break-out Sessions      9:00 a.m.-5:00 p.m.  
                 Awards Luncheon      Noon

Sunday:      Registration      8:00 a.m.-2:30 p.m.  
                 Exhibits Open      8:00 a.m.-2:30 p.m.  
                 Break-out Sessions      8:30-Noon  
                 Business Meeting      1:00 p.m.

Heavy traffic during dinner hours on Friday and Saturday.

Complimentary sleeping room requests: 1/50 + 1 1BR suite

Review changes in Schedule of Meetings Chart.

Check room reservations for staff and VIPs.

Return shipment arrangements

Keys for Offices

- Supply of easels
- Phone in Registration Area
- Information Table Placement? \_\_\_\_\_
- Convention Rate good anytime

**Parking arrangements:**

- For staff vehicles
- For speakers

**Room Arrangements**

When are meeting rooms setup? night crew?

Can you accompany Room Arrangements Crew on their morning check?

Refreshing water at head tables--do you need a schedule?

Location of house phones?

**Notes and Adjustments:**

Changeovers

**VIP MEETINGS**

- General Session
- Awards Luncheon

**Food and Beverage**

Where will satellite food service be?

Service at luncheons: fast, fast, fast without rushing anyone  
pre-set salads?

Take tickets at tables for all ticketed events

Any problems with released rooms? billing?

**MEAL FUNCTIONS**

- Reconfirm head table seating
- Ask percentage of overset so you will know if you can sell tickets at the door
- Reconfirm guarantees.

**Conference Hotel Checklist**

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