



## CHAPTER 2

# SITE

# SELECTION



# 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 conflict 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 your 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

NOTES

### 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  
 Individuals 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**

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

**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 (day/date/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**

File # \_\_\_\_\_

\_\_\_\_\_ Definite  
 \_\_\_\_\_ Tentative  
 \_\_\_\_\_ Revised

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

<b>Date M/D/Y</b>	Contact person	Phone Number/Extension
<b>Sales Manager</b>	Barbara Bangs	123-123-1234
<b>Catering Manager</b>	Doug Soup	123-123-2345
<b>Convention Manager</b>	Steve Serdar	123-123-3456

<b>Day/Date</b>			<b>Attendance</b>
<b>Time</b>	<b>Function</b>	<b>Room</b>	<b>&amp; Set up</b>

**Thursday, March #.####**

8am - 24 hours	Set up exhibits	Garage	
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**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	Garage	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)
EXHIBIT SET UP		
8:00 am - 24 hours	Booth B	Have booth lean and available for storage items
REGISTRATION		

Engineering note : Need Cufflock

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

NOTES

**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 pm – 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

