

# 90

days prior to arrival

- Review the Hotel Valencia Riverwalk contract and request adjustments as needed. All requests must be submitted in writing.

# 45

days prior to arrival

- Finalize meeting room and audio visual requirements for general session and breakouts
- Finalize meal times and evaluate attendance for all dining events
- Determine décor and entertainment for events
- Submit tentative agenda to your Conference Service Manager
- Determine VIP gifts and amenities for attendees
- Finalize reservations and transportation for off-site events (teambuilding, golf, dining, etc.)
- Review reservation deadline for group room block  
(If reservations will be made via a rooming list, e-mail rooming list to your Conference Service Manager prior to contract reservation deadline.)
- Confirm billing arrangements by completing either the credit application or credit card authorization form and submit to your Conference Service Manager

# 30

days prior to arrival

- Final review of Hotel Valencia Riverwalk contract and addendums
- Confirm all food and beverage selections for events to Conference Service Manager, who will prepare a Banquet Event Order and Banquet Estimate for your review and signature
- Review the Hotel Valencia Riverwalk rooming list provided by your Conference Service Manager. Notify your Conference Service Manager of any updates

# 14

days prior to arrival

- Finalize group transportation needs for airport arrivals and departures
- Provide list of guest arrivals prior to 4:00 pm check-in time to your Conference Service Manager
- Review Banquet Event Orders (BEO) and Banquet Invoice Estimate and make final revisions. These documents will be prepared for you by your Conference Service Manager and will require your signature 10 days prior to arrival.
- Confirm amount of box shipments to Hotel Valencia Riverwalk with your Conference Service Manager
- Arrange meeting upon arrival with Conference Service Manager to review events/locations

# 3

business days prior to arrival

- Food guarantees for all group events/meetings must be submitted by 10:00 am. If an update is not received, the expected number of guests noted on the signed BEO will be used as the guarantee for billing and setup.

# 1

day prior to arrival or upon arrival

- Meet with your Conference Service Manager to review events/locations and confirm final bill processing



HOTEL VALENCIA  
RIVERWALK  
SAN ANTONIO

MEETING PLANNER CHECKLIST