

## The Ellis Hotel Releases a Video for Event Planning Tips

Written by Australian Business

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( [PRLEAP.COM](http://PRLEAP.COM) ) Planning an event, such as a meeting or business conference, means a lot of work for event organizers, who will be responsible for gathering and keeping track of a lot of information. From budgeting to coordination with the venue, it takes considerable effort to pull together a conference, but a successful event more than makes up for that effort in productivity. As a popular meeting venue in Atlanta, the Ellis Hotel put together a video of tips to help event organizers book and plan business meetings.

The video tackles 4 main areas: budgeting, meeting packages, location, and date. Event organizers need to take into account conference rooms, catering costs, accommodations, transportation to and from the venue, and entertainment or team-building activities. Some of the budget should be reserved for unexpected costs as well, such as for additional audiovisual (AV) equipment rental.

Shopping around at different venues for meeting packages can be another way to save money. These packages may include discounts on catering services, accommodations, and an AV setup for presentations. This may also include access to Internet service or the hotel's business center.

The venue location should be away from the office to prevent the regular distractions and interruptions that typically occur in that environment. In addition to allowing the meeting group to focus, it should also provide a relaxing or refreshing atmosphere to improve group productivity. Being in an area with nearby attractions can also give the group something to look forward to while getting ready for the conference.

Choosing the date is also important. Aside from making sure that every participant's schedule can accommodate the meeting, come up with multiple dates that could work in case the venue is booked on the preferred day. Also, booking multi-day conferences (especially with a hotel stay over) will more likely qualify the group for discounted rates.

For more meeting and event planning tips, watch the full video here: <http://blog.ellishotel.com/video-meeting-event-planning-tips-ellis-hotel/>

The Ellis Hotel is a boutique hotel in the heart of downtown Atlanta, Georgia. With special services and packages for business travelers, female travelers, extended stays, couples, pet owners, and families, anyone can come to enjoy a nice dose of Southern hospitality. To find out more about how the Ellis Hotel can help improve your conference in Atlanta, contact the Ellis

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