

Downtown Doubletree releases their Corporate Meeting Checklist

Written by Australian Business



[DoubleTree Downtown Pittsburgh outlines the steps of planning a corporate meeting.](#) ([PRLEAP.COM](#)) June 6, 2014 - The Doubletree Downtown, located in the heart of downtown Pittsburgh, has recently published a slide show outlining the important steps to planning a corporate meeting for your business of any size. While event planning is an acquired skill, the downtown Pittsburgh hotel feels that their checklist can aid even novice event planners in their early stages of planning.

The early stages of planning for any event or meeting are often the most important steps, helping to set the course for the rest of the planning period. While the specific details of a meeting may vary, there is a basic outline of initial steps that can make planning easier down the road. The first step when planning any event is to set up a budget. A detailed budget will help you determine how much is to be spent on each part of the event and can help reduce your risk of overspending. By completing a budget before any planning, you have a skeleton structure for the rest of your planning period. Following the budget, narrowing down the focus of your event will help you to determine your target audience for marketing purposes and who to bring on as a guest or keynote speaker. A successful focus brainstorming session will not only help to prevent future problems with your planning process but can also lead to an improved attendance and maximize your efforts.

By making sure you write down your planning agenda and producing a detailed timeline with checkpoints and due dates for each step, you can ensure that your event or meeting will go smoothly. For more event planning assistance, visit <http://www.doubletreepittdowntown.com/corporate-meeting-checklist> / to view the entire slideshow.

DoubleTree Pittsburgh Downtown is a luxury hotel in the heart of downtown Pittsburgh's cultural and central business districts. With many city attractions and corporate highlights within walking distance, guests of the downtown hotel are granted premier accessible to the city. For more information on planning your corporate meeting in downtown Pittsburgh, please visit <http://www.doubletreepittdowntown.com> / today.