THE PHLOX HOTEL

Event Planning Checklist

A practical briefing sheet for weddings, social celebrations, conferences, workshops and private meetings at The Phlox Hotel in Hubli.

Event / organisation	
Primary contact	
Phone and email	
Preferred date	
Alternate date	
Estimated guests	
Event start and finish	

1. Define the occasion

- [ ] Confirm the event type and the experience you want guests to have.
- [ ] Set a realistic guest estimate, including children, crew and vendors.
- [ ] Note important milestones: ceremony, speeches, cake, awards or entertainment.
- [ ] Identify accommodation needs for hosts, speakers, family or delegates.

2. Select a venue and layout

- [ ] Review ONYX Grand (up to 400), ONYX 1 (up to 200), ONYX 2 (up to 50) or the Boardroom (12-20).
- [ ] Choose a preferred format: banquet, theatre, classroom, reception or boardroom.
- [ ] Allow space for stage, buffet, dance floor, AV console, decor and guest circulation.
- [ ] Arrange a site visit and request a customised floor plan before confirmation.

3. Build the food and beverage brief

- [ ] Choose the service style: buffet, plated, working meal, reception or refreshment breaks.
- [ ] Share dietary requirements, allergies, children's meals and cultural preferences.
- [ ] Confirm menu tasting, service timings, water and beverage requirements.
- [ ] Agree the final guaranteed guest count and the deadline for changes.

Production and Event-Day Readiness

Use this page during your technical meeting and final event review.

4. Audio-visual and production

- [ ] Confirm microphones, lectern, projector or display, screen and presentation format.
- [ ] Review sound, lighting, power, internet and backup requirements with the event team.
- [ ] Share vendor details and loading / setup schedules in advance.
- [ ] Test presentations, videos, music and remote-call links before guest arrival.

5. Guest journey and hospitality

- [ ] Plan invitations, RSVP tracking, parking, signage and the welcome desk.
- [ ] Prepare rooming lists, VIP arrivals and transport details where applicable.
- [ ] Confirm accessibility needs and assistance for individual guests.
- [ ] Nominate one host contact and one hotel contact for event-day decisions.

6. Final confirmation

- [ ] Review the signed proposal, payment milestones and cancellation conditions.
- [ ] Freeze guest count, layout, menu, event flow and production requirements.
- [ ] Share the final run sheet and emergency contact list with all stakeholders.
- [ ] Schedule a final walkthrough before the event whenever possible.

Questions / notes

Plan your event with The Phlox Hotel
WhatsApp: +91 88844 55627 | Landline: 0836 661 6661
reservations@phloxhotel.com
Capacities and services require final written hotel confirmation.