



**Holiday Inn**

— BY IHG —

# SPECIAL EVENT PLANNER & MENU



**Contact the professional sales team at the Holiday Inn  
Dubuque to plan your next event!**

Holiday Inn • 450 Main Street • Dubuque, IA 52001 • 563-556-2000

# GENERAL INFORMATION

The Holiday Inn is conveniently located in the heart of downtown Dubuque, just off Hwy 151/61 and Hwy 20. Located just blocks from America's River at the Port of Dubuque and the National River Museum and Aquarium. The hotel is also located next to the Five Flags Center and offers casual dining at the on-site River Rock Kitchen & Tap.

Whether you are planning a meeting for 10 or a convention for 400, the Holiday Inn Dubuque and staff are ready to exceed your expectations. We offer over 9000 square feet of flexible conference space and our facility is perfect for board meetings, classroom settings, receptions and much more. Business necessities include state-of-the-art audio visual equipment and complimentary high-speed internet access. We are confident that you will see why our guests consider us the only choice for their next big event.

We are also known for our superb catering services. From an informal breakfast to an elegant dinner, our creative staff works with you to customize the perfect food and beverage selections for your event. Call our Sales and Catering department for more information and book your event today!



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# GENERAL INFORMATION

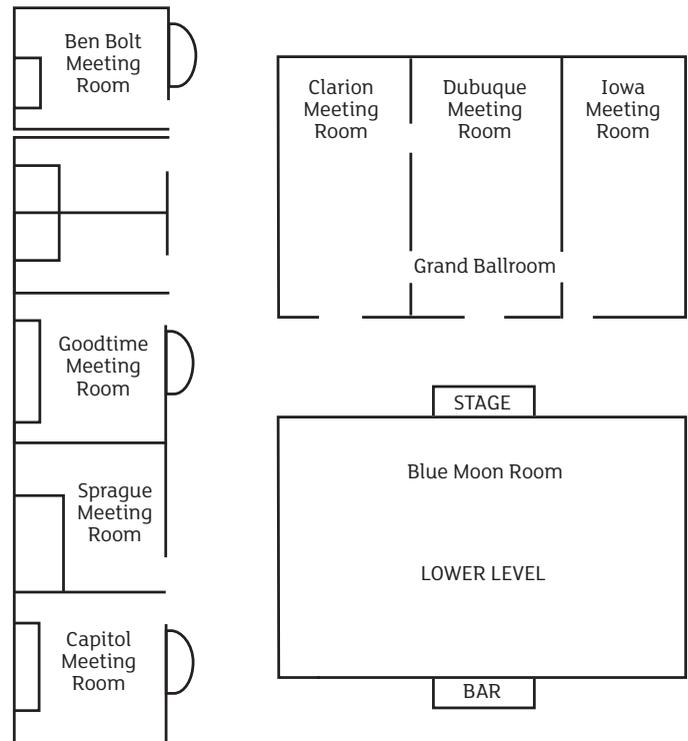
## HOTEL AT A GLANCE

Number of Floors .....5  
 Number of Guest Rooms.....193  
 Number of Conference Rooms.....9  
 Complimentary Parking

### STANDARD GUEST ROOM AMENITIES

Microwave & Refrigerator  
 37-inch flat screen HDTV  
 Complimentary Wireless High Speed Internet  
 Voice Mail  
 Hair Dryer  
 Coffee Maker  
 Iron & Ironing Board  
 Same Day Laundry Service  
 Clock Radio  
 Oversized Desk  
 24 Hour Fitness Center  
 Indoor Swimming Pool  
 Check-In .....3:00 pm  
 Check Out .....12:00 pm

### RIVER ROCK KITCHEN & TAP ON-SITE!



MEETING ROOM	DIMENSIONS (L X W)	SQUARE FOOTAGE	THEATER	CLASS-ROOM	U-SHAPE	BANQUET
Clarion	41 x 25	1025	100	50	32	70
Dubuque	41 x 25	1025	100	50	32	70
Iowa	41 x 25	1025	100	50	32	70
Grand Ballroom	75 x 41	3075	325	175	-	225
Blue Moon Room	75 x 41	3075	325	175	-	225
Goodtime	24 x 22	528	50	30	20	40
Capitol Room	24 x 22	528	50	30	20	40
Ben Bolt	24 x 22	528	50	30	20	40
JS Deluxe Room	34 x 34	1156	45	25	20	40
Sprague	24 x 22	528	12	12	12	12



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# AUDIO/VISUAL SERVICES

## AUDIO/VISUAL

*Priced per item per day.*

### VIDEO & COMPUTER EQUIPMENT

LCD Projector.....	150.00
DVD Player.....	25.00
Flat Screen Monitor and Hook-up.....	50.00

### MICROPHONES & SOUND EQUIPMENT

Lavaliere Microphone.....	50.00
Wireless Microphone with Stand.....	40.00
4-Channel Mixer.....	25.00

### OTHER EQUIPMENT

Polycom.....	65.00
Floor Podium.....	25.00
Flip Chart with Markers.....	25.00
Stage 4' x 8' (priced per section).....	30.00
Dance Floor 18' x 15'.....	150.00

## COMPLIMENTARY AUDIO/VISUAL

*Complimentary audio/visual services with every meeting.*

- Wireless Internet Access

## BLUE MOON PACKAGES

**DELUXE PACKAGE..... 200.00**

LCD Projector, Screen, and Wireless Microphone with Stand

**TV MONITORS..... 50.00 PER MONITOR**



## GRAND BALLROOM PACKAGE

*State of the art overhead LCD projection with three 110"x69" screens. Available in each section of our Grand Ballroom.*

1 Room.....	160.00
2 Rooms.....	235.00
3 Rooms.....	260.00

### SHIPPING PACKAGES

Please deliver packages for events no earlier than seventy-two hours prior to the scheduled event. Packages should be clearly marked with the on-site contact name, meeting name and arrival date. Please ship packages to:

Holiday Inn  
450 Main Street  
Dubuque, Iowa 52001

*The hotel will not assume any responsibility for damages or loss of any merchandise or articles left in the hotel prior to, during or following your function.*



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# BREAKFAST SELECTIONS

## PLATED BREAKFAST

All Breakfast Selections are served with regular or decaffeinated coffee and tea. Add juice for \$3.00 per person. Add fresh fruit cup for \$3.00 per person. Priced per guest.

### THE HEARTLAND ..... 13.00

Two farm fresh scrambled eggs and a generous helping of breakfast potatoes with your choice of sausage, bacon, or ham.

### CLASSIC BREAKFAST CROISSANT ..... 13.00

A flaky butter croissant piled high with shaved ham, eggs, and cheddar cheese served with breakfast potatoes.

### GRILLED AVOCADO AND TOMATO PANINI .....14.00

Grilled tomatoes layered on multigrain bread with avocado and topped with Pepper Jack cheese and served with breakfast potatoes.

### OMELET STATION ..... 10.00

Add a chef attended made-to-order omelet station served with a variety of toppings. Minimum of 30 guests. Egg beaters available upon request. Price additional to buffet.



## BREAKFAST BUFFETS

All breakfast buffets include Chef's selection of fresh pastries, assorted juices, regular and decaffeinated coffees, and hot teas. Minimum of 25 guests required for all buffets.

### SUNRISE MORNING ..... 15.00

Fresh seasonal fruit display and breakfast potatoes.

#### CHOOSE ONE EGG:

Freshly scrambled eggs · Country skillet egg casserole

#### CHOOSE ONE MEAT:

Smokehouse bacon · Sausage · Ham

#### CHOOSE ONE STARCH:

Flaky country biscuits & gravy · French toast · Pancakes

#### ADDITIONAL OPTION:

Add cold or hot cereal for an additional \$3.00 per person

## CONTINENTAL BREAKFAST

### SILVER CONTINENTAL..... 13.00

Regular and decaffeinated coffee, herbal tea, assorted juices, Chef's selection of fresh baked pastries and fruit.



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# TAKE A BREAK

## BEVERAGES

All break items are priced per quantity listed.

REGULAR OR DECAFFEINATED COFFEE .....	30.00 PER GALLON
ICED TEA OR LEMONADE .....	25.00 PER GALLON
SKIM, WHOLE, OR CHOCOLATE MILK .....	30.00 PER GALLON
SOFT DRINKS (COKE PRODUCTS).....	3.50 PER CAN
BOTTLED WATER.....	3.50 PER BOTTLE
HOT TEA.....	3.50 EACH
ORANGE JUICE .....	20.00 PER GALLON

## FRESH BAKERY BY THE DOZEN

All break items are priced per quantity listed.

DANISH.....	25.00 PER DOZEN
CINNAMON ROLLS .....	25.00 PER DOZEN
ASSORTED MUFFINS .....	25.00 PER DOZEN
BAGELS WITH CREAM CHEESE .....	25.00 PER DOZEN
ASSORTED COOKIES .....	18.00 PER DOZEN
BROWNIES.....	25.00 PER DOZEN

## SNACKS

All break items are priced as listed.

WHOLE FRESH FRUIT.....	3.00 EACH
TORTILLA CHIPS & SALSA.....	4.00 PER PERSON
CHEESE & CRACKER DISPLAY.....	5.00 PER PERSON
PRETZEL BITES WITH CHEESE.....	5.00 PER PERSON
SPINACH DIP AND ARTICHOKE DIP...	6.00 PER PERSON



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# LUNCH SALADS & SANDWICHES

## LUNCHEON SALADS

All luncheon salads are served with garlic bread.  
Priced per guest.

**TRADITIONAL CAESAR SALAD..... 15.00**

Crisp romaine leaves tossed in tangy anchovy Caesar dressing and Romano cheese, accented by tomato wedges and croutons, then topped with grilled chicken. Substitute grilled salmon or shrimp for \$4.00

**COUNTRY CHICKEN SALAD ..... 16.00**

Crispy or grilled chicken with garden greens, bacon, Cheddar cheese, eggs and tomatoes served with smoky honey Dijon dressing



## LUNCHEON SANDWICHES

Served with choice of pasta salad, fresh fruit, or potato chips. Priced per guest.

**CROISSANT CLUB ..... 14.00**

Flaky butter croissant stuffed with ham, turkey, Swiss & American cheeses and topped with bacon, lettuce, and tomato.

**CHICKEN CAESAR WRAP..... 14.00**

Grilled chicken, crisp romaine, Parmesan, and tomatoes tossed in our classic Caesar dressing and wrapped perfectly in a fresh tortilla wrap.

**CLASSIC RUBEN ..... 16.00**

Corned Beef, grilled rye bread, sauerkraut, Swiss cheese and Russian dressing.

**BACONCHEESE BURGER..... 16.00**

Grilled beef patty, cheddar, tomato, lettuce, hickory smoked bacon on a Rotella's brioche bun.

**CHICKEN SALAD CROISSANT ..... 16.00**

A buttery, flaky croissant generously filled with our house-made chicken salad—tender roasted chicken tossed with crisp celery, sweet grapes, and a touch of creamy dressing.



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# LUNCH ENTRÉES

## PLATED LUNCH

Hot Plated Lunches include tossed salad. Priced per guest. Maximum of 25 guests. Served before 2 p.m.

### FETTUCCINI ALFREDO .....13.00

Fettuccini pasta sautéed in a rich Alfredo sauce. Served with shredded Parmesan.

\*Add sliced grilled chicken breast for an additional \$3.00.

### SLICED PORK LOIN .....18.00

An Iowa favorite! Seasoned and roasted to perfection. Served with garlic mashed potatoes.

### CHICKEN MARSALA .....17.00

Boneless breast of chicken topped with marsala cream sauce and sautéed mushrooms and onions. Served with rice pilaf.

### HERB CRUSTED BAKED CHICKEN .....18.00

Tender chicken crusted with Parmesan and Italian herbs. Served with roasted baby red potatoes.

### STUFFED PORTABELLA .....14.00

A large portabella mushroom stuffed with roasted vegetables, wild rice, and feta cheese. Drizzled with hollandaise sauce and served with seasonal vegetables.

### FRIED CHICKEN .....16.00

Tossed in our house made batter and fried to a juicy yet crispy finish.

### GF PASTA PRIMAVERA .....17.00

A vibrant medley of seasonal vegetables tossed with perfectly cooked gluten-free pasta.



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## LUNCH BUFFETS

Buffets are priced per guest and a minimum guarantee of 25 guests is required for service. Served before 2 p.m.

### DELI LUNCH .....15.00

Includes sliced turkey, ham, roast beef (upon request), Cheddar and Swiss cheese, tomato, dill pickle spears, red onion rings, potato chips, and assorted breads.

#### CHOOSE TWO SALADS:

- Tossed salad with assorted dressings
- Pasta salad
- Potato salad
- Coleslaw
- Cottage cheese

### TASTE OF ITALY .....18.00

Caesar salad, fresh baked garlic breadsticks, and choice of two entrées.

#### CHOICE OF ENTRÉES:

- Lasagna (traditional or cheese)
- Penne Pasta with Marinara Sauce\*
- Fettuccini Alfredo
- Chicken Parmesan

### WESTERN ROUNDUP .....19.00

Includes corn, baked beans, coleslaw, potato salad, cornbread, and assorted rolls.

#### CHOOSE TWO:

- Barbecue Pulled Pork
- Pulled Chicken
- Barbecue Baked Chicken

### MEXICAN FIESTA .....17.00

Soft and hard shell tortillas, shredded lettuce, cheese, diced tomatoes, black olives, onions, jalapeños, seasoned beef, nacho chips, cheese sauce, refried beans, and Spanish rice.

# PLATED ENTRÉES

## PLATED DINNER

All plated entrées are served with a house salad and dinner rolls with butter, regular and decaffeinated coffee, and tea. Maximum of 125 guests. Maximum of two (2) entrée choices.

### ROASTED PRIME RIB OF BEEF.....MARKET PRICE

Slow roasted prime rib au jus, served with creamy horseradish.

### SLICED ROAST BEEF AU JUS ..... 29.00

Slow roasted and served with au jus served with garlic smashed potatoes and seasonal vegetables.

### CHICKEN CORDON BLEU ..... 26.00

Baked chicken breast stuffed with smoked ham and Swiss cheese. Served on a bed of rice pilaf. Topped with white wine sauce.

### ATLANTIC SALMON ..... 32.00

Herb encrusted salmon served with a lemon cream sauce served on a bed of rice pilaf with seasonal vegetables.

### CHICKEN MARSALA ..... 25.00

Boneless breast of chicken topped with marsala cream sauce and sautéed mushrooms and onions served on a bed of rice pilaf with seasonal vegetables.

### 10 OZ NEW YORK STRIP ..... 42.00

Iowa New York Strip grilled to perfection.

### FRIED CHICKEN ..... 25.00

Tossed in our house made batter and fried to a juicy yet crispy finish.

## CHILDREN'S SELECTION

Available for children 10 and younger. One selection maximum.

### CHICKEN STRIPS & FRIES.....13.00

Crisp chicken strips and golden fries served with BBQ sauce and ketchup.

### KIDS PIZZA AND FRUIT.....12.00

Choices are plain or pepperoni.

### HAMBURGER & FRIES ..... 13.00

All beef burger served on a fresh roll with golden French fries and ketchup.



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# DINNER BUFFETS

## DINNER BUFFETS

Our dinner buffets are designed to provide a selection that will please a variety of tastes, especially when it comes to pleasing your guests. All buffets are served with an assortment of hot rolls, butter, regular and decaffeinated coffee, tea, and milk. Dinner Buffets require a minimum of 30 guests.

**ONE ENTRÉE BUFFET** .....**25.00**

1 entrées, 1 starch, 1 salad, and 1 vegetable.

**TWO ENTRÉE BUFFET** .....**28.00**

2 entrées, 2 starches, 1 salad, and 1 vegetable.

## STEP 1 PICK YOUR ENTRÉES

**CHICKEN MARSALA** - Juicy chicken served with mushrooms, and minced garlic, in a tasty Marsala sauce.

**ROAST BEEF AU JUS** - Slow roasted and served with au jus.

**HERB ROASTED CHICKEN** - Tender chicken seasoned with fresh herbs and roasted to perfection.

**SLICED PORK LOIN** - An Iowa favorite! Seasoned and roasted to perfection.

**HONEY GLAZED HAM** - Brown sugar crumb coated and cured ham, sliced thick and served with a pineapple maple glaze.

**SMOTHERED PORK CHOPS** - Hand cut boneless pork chops smothered in a rich brown country gravy.

**TURKEY WITH DRESSING** - Oven roasted turkey mixed with our savory seasoned dressing.

**FRIED CHICKEN** - Tossed in our house made batter and fried to a juicy yet crispy finish.

**TRADITIONAL LASAGNA** - Layers of seasoned ground beef and cheese baked inside this traditional favorite.

## STEP 2 PICK YOUR STARCH

- Roasted Red Potatoes
- Garlic Mashed Potatoes (gravy optional)
- Twice Baked Potato Casserole
- Au Gratin Potatoes
- Rice Pilaf
- Sage Dressing

## STEP 3 PICK YOUR SALAD

CHOOSE ONE:

- Tossed Salad with Assorted Dressings
- Fresh Fruit & Melon Salad
- Pasta Salad
- Potato Salad
- Caesar Salad

## STEP 4 PICK YOUR VEGETABLE

CHOOSE ONE:

- Corn O'Brien
- Green Bean Amandine
- Seasonal Blend Vegetables
- Country Style Green Beans



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# HORS D'OEUVRES

## HOT SELECTIONS

*Priced per 50 pieces unless otherwise noted.*

<b>SWEDISH OR BBQ MEATBALLS.....</b>	<b>95.00</b>
<b>SEAFOOD STUFFED MUSHROOMS.....</b>	<b>120.00</b>
<b>SPINACH ARTICHOKE DIP WITH TORTILLA CHIPS .....</b>	<b>110.00</b>
<i>Serves 25 guests.</i>	
<b>POLYNESIAN CHICKEN KABOBS.....</b>	<b>120.00</b>
<b>PRETZEL BITES WITH BEER CHEESE.....</b>	<b>90.00</b>
<b>POT STICKERS WITH SWEET SOY DIPPING SAUCE .....</b>	<b>75.00</b>
<b>SOUTHWEST EGGROLLS WITH PINEAPPLE MAYO SAUCE.....</b>	<b>85.00</b>



## CHILLED SELECTIONS

*Priced per 50 pieces unless otherwise noted.*

<b>FRUIT PLATTER WITH HONEY YOGURT DIP.....</b>	<b>110.00</b>
<i>Serves 25 guests.</i>	
<b>CHEESE &amp; CRACKER DISPLAY.....</b>	<b>125.00</b>
<i>Serves 25 guests.</i>	
<b>TRADITIONAL BRUSCHETTA.....</b>	<b>110.00</b>
<i>Serves 25 guests.</i>	
<b>TURKEY AND HAM PINWHEELS .....</b>	<b>80.00</b>
<b>CAPRESE SKEWERS.....</b>	<b>75.00</b>
<b>GARDEN VEGETABLE PINWHEELS.....</b>	<b>80.00</b>
<b>SILVER DOLLAR SANDWICHES.....</b>	<b>85.00</b>
<i>Serves 25 guests.</i>	
<b>SHRIMP COCKTAIL.....</b>	<b>MARKET PRICE</b>
<b>GRAZING TABLE .....</b>	<b>175.00</b>

When you are planning your event, if you are planning to have a heavy cocktail/hors d'oeuvres party, it is recommended that you plan 5 to 6 pieces per person.

When planning hors d'oeuvres before or with the meal, it is recommended that you plan for 2 to 3 pieces per person.



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# DESSERTS

## DESSERTS

*Desserts are offered for luncheons or dinners and are priced per serving unless otherwise noted.*

- COBBLER..... 6.00**  
*Apple, Peach, or Cherry.*
- ASSORTED CHEESECAKES..... 6.00**
- CHOCOLATE CAKE..... 6.00**
- STRAWBERRY SHORTCAKE..... 6.00**
- CHOCOLATE MOUSSE..... 6.00**
- CARROT CAKE..... 6.00**



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# BEVERAGE & BAR SERVICE

## CASH BAR

A \$25 charge per hour for bar service will be added to all master accounts.

<b>MIXED DRINKS</b> .....	<b>7.00</b>
<b>HOUSE WINE</b> .....	<b>7.00</b>
<b>DOMESTIC BOTTLED BEER</b> .....	<b>7.00</b>
<b>IMPORTED BOTTLED BEER</b> .....	<b>8.00</b>
<b>OLD FASHIONED, MANHATTAN, &amp; MARTINI</b> .....	<b>9.00</b>
<b>CORDIALS</b> .....	<b>9.00</b>

### NON-ALCOHOLIC BEVERAGES

Soda.....	3.50
Lemonade.....	3.50
Iced Tea.....	3.50

### KEG BEER

Domestic beer.....	350.00
Premium or import beer .....	priced accordingly

### HOUSE WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Cabernet Sauvignon.....	25.00
Merlot.....	25.00
Chardonnay.....	25.00
White Zinfandel.....	25.00
Pinot Grigio .....	25.00
Moscato.....	25.00

### CHAMPAGNE & SPARKLING WINE BY THE BOTTLE

Bottles are 750 ml unless otherwise noted.

Champagne.....	27.00
Asti Spumante.....	25.00
Special requests priced accordingly.	

## HOSTED BAR

For hosted bar services, please speak with your hotel wedding coordinator.



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# MEETING/EVENT CHECKLIST

## ORGANIZE MEETING NOTES AND MATERIALS AND REVIEW YOUR TIMELINES

Once you've established the framework of your meeting and know its general requirements, you're ready to contact hotels and discuss planning specifics. You'll find it helpful to set up an organizer with sections for the various planning steps so you can keep all the meeting information in one place. Some suggested section titles include:

Schedules	Audio/Visual Equipment	Budget	Food & Beverage
Contacts	Recreation	Rooming List	Speakers
Ground Transportation	Entertainment	Event Communications	Spouse Programs
Meeting Room Setups	VIPs		

### 3 TO 5 MONTHS OUT

- Determine the objective of your meeting
- Get your budget approved
- Check calendar of events taking place near your desired venue to avoid conflicts
- Book meeting site and necessary hotel rooms
- Speak to Meetings Director or Sales Manager about menus and meeting room needs
- Set up master account for meeting charges and determine who can sign for charges
- Invite speakers and provide scope of desired presentation
- Invite attendees
- Make travel arrangements
- Decide on any marketing needs; begin creative development

### TIMELINE

These are general guidelines to keep in mind concerning what needs to be done and when. You may be on a tighter deadline, or have luxurious amounts of time (lucky!). Generally, you should start planning three months in advance so your attendees can arrange their schedule, speakers can begin to prepare their presentations, and you can relax a bit. Every program is different, so adapt this timeline as needed.

### AT LEAST 1 MONTH BEFORE EVENT

- Confirm menus, room setups, and supplies in writing with your Meetings Director
- Reach out to speakers to check on their presentations (they'll likely need urging)
- Inform hotel of guest arrival time so front desk can be properly staffed
- Order gifts and amenities
- Order signs and printed materials
- Introduce any marketing materials into market
- Mail agenda and any brochures to attendees; suggest a dress code and arrival times



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### 3 WEEKS BEFORE MEETING

- Check in again with speakers; offer assistance with Audio/Visual and handouts
- Reconfirm quantity of hotel rooms needed and amenities

### 1 WEEK BEFORE MEETING

- Ship materials to location so that they arrive AT LEAST 24 hours before your arrival
- Confirm all outside equipment orders (like Audio/Visual)
- Make arrangements for shipping materials back to your office after event
- Finalize food and beverage counts for the first day of events
- Finalize needs for outside tickets/entertainment sources
- Take a master copy of all handouts and brochures; in a pinch, you can arrange to have them copied
- Take a deep breath; you're almost there

### DAY BEFORE MEETING

- Review details with Meetings Director or Sales Manager
- Inspect all shipped materials
- Inspect signage and hotel message boards
- Ensure rooms have proper amenities
- Relax; everything will be great!

### MEETING DAY(S)

- Check all function spaces one hour before use
- Notify Meetings Director immediately of any changes
- Meet with Meetings Director every afternoon/evening to go over itemized costs for the day
- Sign checks and keep ongoing record of expenses
- Be available for attendees; be patient if they offer advice or criticism (it's been known to happen); thank them warmly for compliments

### WRAP UP

Sit down with Hotel Meetings Representative to review all your sessions and your charges. Be sure to praise the performance of staff who have provided exceptional service. Consider circulating a survey or a feedback form to attendees to assess success of event and areas of improvement for next time. Pat yourself on the back: nice job!



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