

The Bathurst Convention & Function Centre is well-known as a first class venue for seminars, conferences, training and meetings. Our professional team looks forward to working with you to ensure your next meeting or function is a success. Here is a simple checklist to assist in organising your next event:-

- day & date
- time of start and finish
- time for access to room
- set up of room
- audiovisual equipment
- menu
- dietary requirements
- drinks/refreshments
- confirmation sent on _____
- deposit paid on _____
- balance due on _____
- participants advised of seminar details
- course materials/equipment sent on _____
- number of people to be catered for
- number for catering required by _____ and advised on _____
- accommodation for presenter(s) and/or participants
- decorations/flowers/theming