

- Decorations (consider budget); flowers, themed merchandise, balloons, pieces from show/museum display, pieces that will create excitement and maintain theming?
- Timing of delivery of hot/cold catering.
- Call and reserve reception room as far in advance as possible and *always* do a site inspection to get the "feel" for what is needed to decorate appropriately.
- Consider activities to hold during the reception - where appropriate, i.e., on-site draws for themed merchandise, photo opportunities, speeches, awards presentations, display table, poster give-aways, autograph session.