

Major Events Resource Bank

Meet-and-Greet Strategy Checklist



A	Confirm and liaise with all international visitors to ensure international and national arrivals and transfers are confirmed and accurate.	<input type="checkbox"/>
B	Ensure suitable transport is arranged for arrivals and departures that includes sufficient space for luggage. Trucks are often required for team luggage on arrival and departure.	<input type="checkbox"/>
C	With the permission of the Airport Authority and depending on the size of the event, establish an event information desk at the airport for all incoming guests.	<input type="checkbox"/>
D	Liaise with the local Airport Authority to ensure pick-up vehicles are parked close to the arrival terminal to ensure a smooth airport transition.	<input type="checkbox"/>
E	Provide clear, directional signage.	<input type="checkbox"/>
F	Where possible use people for these greeting roles who will be available for the duration of the event to provide a sense of continuity and familiarity for the international visitors.	<input type="checkbox"/>