**Standard Operating Procedure**

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| **DEPARTMENT:** | Sales & Marketing |
| **TOPIC:** | **AUDIO VISUAL** |
| **ORIGIN DATE:** | November 2011 |
| **SECTION:** | S&M102 |

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| **Policy:** |
| Hotels with meeting space must maintain Alliance Hospitality required Audio Visual inventory to ensure revenue maximization opportunities. |

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| **Objective:** |
| To ensure all hotels are equipped with adequate AV equipment in order to maximize revenue opportunities and exceed client satisfaction. |

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| **Minimum Standard:** | **Accountability:** |
| * Required Inventory: Each hotel with 900 sq. ft. meeting space is required to have the following A/V Inventory (owned by the hotel): (1) LCD projector (2) two flip charts with pads & markers (3) one A/V Cart (4) One projection Screen (5) two power strips (6) two 10 ft. extension cords (7) One TV/VCR/DVD Combo * Taking Inventory: Ensure A/V equipment is properly secured and complete inventory is completed once per quarter. | DOS, GM, Convention Services, Director of Catering |