SEFA GROUP

Toronto Board Meeting & Executive Visit Checklist

For the assistant coordinating the day. Confirm these details with the host and chauffeur before circulating the final itinerary.

☐ Set the fixed points

Record the first time the executive must be in the room and the earliest they can leave. Mark which stops can move.

☐ Confirm the right entrance

Ask the venue for the street address, tower, entrance, floor and host. A Bay Street building may have a separate vehicle entrance.

☐ Work backwards from the meeting

Allow time for the drive, curb-to-room walk, visitor sign-in and an elevator. Check road closures and event-day restrictions before departure.

☐ Plan airport and luggage handoffs

Confirm Pearson or Billy Bishop, flight number, meeting point and bag count. Assign one person to monitor the arrival.

☐ Protect the gaps

Reserve time for a meal, a private call or a change of clothes. Identify where the chauffeur can legally wait and how the guest will find them.

☐ Name one change contact

Agree who can approve a changed pickup or added stop. Give the assistant, venue host and chauffeur the same current itinerary.

☐ Confirm the return

Agree a pickup window, a meeting point and a fallback if the board meeting runs late. Reconfirm the final destination before departure.