



EVENT PLANNING CHECKLIST

Please use this check list to help with the planning, coordination and implementation of your upcoming event.

18-12 MONTH PRIOR

- License Agreement is issued by your Sales Representative
- Schedule a site visit with your Sales Representative to review and finalize required space
- Sign and return License Agreement with the initial deposit by Due Date
- An Event Coordinator/Manager is assigned to your event
- Advise Event Coordinator/Manager of designated General Service Contractor
- Provide your Event Coordinator/Manager with a working copy of your floor plans

6-10 MONTHS PRIOR

- Begin to coordinate audio visual, Internet and telecom needs
- Obtain menus and begin to coordinate F&B needs
- Review first draft of floor plan with Event Coordinator/Manager for any changes
- Obtain the Center's service order forms for exhibitor kits
- Schedule a site tour with Event Coordinator/Manager
- Contact state, county or city entities regarding required permits and licenses

2 MONTHS PRIOR

- Send revised copies of floor plans to AFD and Center
- Provide Event Coordinator/Manager with the first draft of event specifications and program agenda
- Begin to coordinate food & beverage requirements
- Order MVP insurance (if not self-providing general liability insurance)

1 MONTH PRIOR

- General liability insurance is due
- Rental fee paid in full
- Order electrical requirements for show office and registration
- Order Internet & telecommunication needs.
- Final event specifications and program agenda due
- Final/approved version of floor plans due
- Exhibitors list due
- Obtain estimate of expenses from Event Coordinator/Manager
- Schedule final planning meeting at the ACC
- F&B contract, initial guarantees and deposit due

2-3 WEEKS PRIOR

- Finalize audio visual, Internet and telecom needs
- Sign & return estimate of event expenses to Event Coordinator/Manager
- Provide Event Coordinator/Manager of event staffing scheduling
- Schedule a pre-con meeting with the Event Coordinator/Manager
- Confirm catering guarantees with Catering Manager – final guarantees due 72 hours prior to event

ON-SITE

- Conduct pre & post event inspection of Authorized Areas
- Hold pre-con or production meetings with key vendors and suppliers
- Hold daily coordination meetings with Event Coordinator/Manager to address program updates