



EVENT PLANNER CHECKLIST

This Event Planner Checklist provides you with a timeline of important deadlines for submitting critical event details regarding your upcoming event. Please contact your Event Manager with any questions.

6-12 months out

- Place your Event Manager, Sales Manager, and Catering Sales Manager on your mailing and email lists
- Review [General Operating Policies](#)
- Request [Exhibitor Service Order Forms](#) for inclusion in your Exhibitor Service Kits
- Provide information on any potential outside service suppliers to your Event Manager, including:
 - Third party Event Planner
 - Exposition Service Contractor/ Decorator – 10% commissionable
 - AV / Production Company
- Secure [Restricted Areas Diagram](#) that identifies concession “Points of sale,” emergency exits, lighting closets, and misc. locations (this information should be obtained prior to selling any exhibit space)
- Secure facility logo for advertising and event materials from your Sales Manager
- Submit your preliminary floor plan, including lobby usage, registration, exhibits, general session areas, etc. to your Event Manager for approval (this should be done prior to selling any exhibit space)
- Submit important public information such as event timing, admission fees, event description and miscellaneous key details to your Event Manager and Sales Manager

3-6 months out

- Schedule site visit/planning meeting with your Event Manager and Catering Manager
- Submit an Exhibitor Service Kit and exhibitor list to your Event Manager
- Discuss preliminary food & beverage needs with your Catering Sales Manager, submit preliminary numbers, and make initial food & beverage deposit
- Submit rigging plans to your Event Manager for consideration



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2 months out

- Submit your preliminary event orders (schedule of event programs and set-up requirements) to you Event Manager for review
- Discuss your event staffing and personnel needs with your Event Manager – penalties may occur if not ordered prior to 1 month out

1 month out

- Submit Final Floorplans (exhibitions, registration, large production, etc.) to your Event Manager
- Submit Final Exhibition Hall Schedule (move-in time, carpet laying, final walk-through, show hours, Event Personnel Schedules, move-out time) and any other set-up requirements to your Event Manager
- Submit any other ancillary service or equipment requests (forklift, internet, phone, etc.) to your Event Manager
- Submit your Certificate of Insurance, which is due 21 days prior to move in to your Event Manager
- Schedule your pre and post meeting with your Event Manager, Catering Manager, and Sales Manager

2 Weeks out

- Exhibitor Order Forms DUE DATE! All equipment orders, electrical telecommunications, internet needs, etc. are due to the Event Manager in order to secure advanced rates
- Supply Event Manager and Sales Manager preliminary ticket manifest, if applicable
- Confirm storage and shipping needs, if applicable

1 Week out

- Discuss any changes to event requirements/set up
- Submit final food and beverage numbers and payment to Catering Sales Manager

On-site during Event



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- Supply Event Manager and Sales Manager final ticket manifest 2 hours prior to box office opening, if applicable
- Check-out keys needed for event from Administrative Office
- Conduct move-in/move-out damage inspection with your Event Manager

Within one week after the event

- Complete a post event meeting