

Event Planning Checklist

This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

12 Months Out

- Provide a copy of last year's annual meetings and convention resume
- Place your Event Coordinator and Catering Sales Manager on your mailing list

9 Months Out

- Provide 4 copies of your initial floor plans of event to your Event Coordinator

6 Months Out

- Schedule a site visit/planning meeting with your Event Coordinator
- Submit an exhibitor service kit and exhibitor list
- Provide 4 copies of your revised floor plan to your Event Coordinator
- Discuss preliminary food and beverage needs with your Catering Sales Manager

3 Months Out

- Submit rigging plans for consideration
- Submit your Audio-visual requests
- Contact your Event Coordinator to discuss your event security requirements

2 Months Out

- Submit your preliminary meeting room & ballroom(s) schedule and set-up requirements for review
- Schedule pre- and post-convention meetings with Event Coordinator

1 Month Out

- Certificate of insurance is due
- Final exhibit hall and registration floor plans are due
- Final exhibit hall schedule is due
- Final meeting room and ballroom(s) schedule and set-up requirements are due
- All utility service order forms are due
- All telecommunication service order forms are due
- All exhibition services cleaning order forms are due
- Final rigging requests/plans are due
- All event services order forms are due