

Event Planner Checklist

8 + Months in Advance		
Item	Notes	Contact
Event Manager Assignment	<ul style="list-style-type: none"> • Upon the signing of your license agreement, an Event Manager will be assigned to your event. • Add Event Manager to your mailing list. 	Event Manager
Receive and Read Event Planning Guide	Please review the entire guide to determine which rules and regulations will affect your event.	Event Manager
E-mail Floor Plans CAD in PDF Format	<ul style="list-style-type: none"> • Floor plans must be approved by the Fire Marshal well in advance of the event. • Must include any requests for pre-function space set, including registration, boneyard, etc. 	Event Manager
Tax Exempt Forms	If your company is tax-exempt please send your tax-exempt forms so your Event Manager can provide accurate event estimates.	Event Manager

6 + Months in Advance		
Item	Notes	Contact
Contact Food & Beverage	Contact Levy Convention Centers, our exclusive food and beverage provider for menus and pricing.	Director of Catering Sales 216.928.1555
Contact Audio-Visual Provider	Contact Mills James to begin the AV planning process and receive a cost estimate.	Mills James Sales Manager 216.928.1534
Contact Electrical/Plumbing	Contact Edlen Electric to discuss electrical and/or plumbing requirements and receive a cost estimate.	Edlen 216.928.1540
Preliminary Event Schedule Requirements to Event Manager	<ul style="list-style-type: none"> • Detail your move in, event hours and move out schedule. • This details the following limited inventory requirements (meeting room sets, risers, lecterns, flags, safes, easels, etc.) 	Event Manager
General Service Contractor Notification	Notify your Event Manager of the general service contractor (decorator) hired for your event.	Event Manager
Rigging Requirements	Notify Mills James of any rigging requirements.	Mills James Sales Manager 216.928.1534
Receive Security Proposal	<ul style="list-style-type: none"> • Preliminary security estimate detailing the security plan for your event. • Review needs for medical services (required for events of 1,000 or more attendees; suggested for 500 or more attendees per day). 	Event Manager
Send Exhibitor Kit to Event Manager	Send exhibitor kit to Event Manager for review prior to publishing.	Event Manager

3-4 Months in Advance		
Item	Notes	Contact
Updated Event Estimate	Your Event Manager will send you an updated event estimate to reflect deposits received and revised event needs.	Event Manger
Final Floor Plan Approval	Final floor plan must be approved by Fire Marshal.	Event Manager
Submit Insurance Certificate	Require \$5 million per occurrence coverage under general liability with specific additional insured wording.	Event Manager
Receive Security Proposal	Comprehensive security proposal detailing the security plan and costs for your event.	Event Manager
Submit Signage Plan	Submit signage plan to Event Manager for review.	Event Manager