

## Event Planning Checklist

### 12 MONTHS PRIOR:

- Facility License Agreements are issued.
- Sign and return your License Agreement to your Sales Manager, together with the initial deposit.
- Your Event Manager is then assigned place them on your mailing lists.

### 6 MONTHS PRIOR:

- Send your Sales Manager your second deposit.
- Send an exhibitor service kit to your Event Manager.
- Send a preliminary exhibitor list to your Event Manager.

### 2 MONTHS PRIOR:

- Have your service contractor send three copies of the event's preliminary floor plans to your Event Manager for Fire Marshal approval. Include exhibits, lobbies, general session/production areas, etc.

### 1 MONTH PRIOR:

- General Liability Insurance Certificates are due.
- If applicable, send FDA tax-exemption letter to the City Auditor.
- Final rental payments are due to your Sales Manager.
- Schedule of Events, including all event specs with diagrams, are due to your Event Manager.

*Modifications are necessary for events contracted with less than a 12 month timeframe.*

November 6, 2015