



# EVENT PLANNING CHECKLIST

**WELCOME!** We are looking forward to working with you to ensure your event is a success. Please use this Event Planning Checklist to make sure we can provide the equipment and services you need. Contact your Event Coordinator with any questions.

## EVENT TIMELINE

### 12 MONTHS OUT

- Review MCC Meeting Planner's Guide.
- An Event Coordinator will be assigned to your event.

### 6 MONTHS OUT

- Finalize and provide contacts for outside Service Providers (*Decorator, Audio Visual, etc.*)

### 3 MONTHS OUT

- Submit your Exhibit Hall and Registration Floor Plans for Fire Marshal approval.
- Submit your Exhibitor Kit for review.

### 2 MONTHS OUT

- Submit your preliminary Event Schedule, Room Set Specifications, AV and Power needs.
- Submit your Security/EMT Needs to Guest and Security Services.
- Submit your Exhibitor list and contact info.
- Finalize your catering options with Kelber Catering.
- Submit your internet orders with SmartCity.

### 30 DAYS OUT

- Finalize your Event Schedule, Room Set Specifications, AV and Power needs.
- Finalize your Security/EMT needs.
- Submit any changes to Exhibit Hall and Registration Floor Plans for final approval.
- Submit Digital Signage content and graphics.
- Submit any Rigging Plots for approval.
- Submit any updated Exhibitor List with contact info.
- Insurance forms and rental deposits due.
- Final Catering deposit due.

### 14 DAYS OUT

- Schedule a Preconvention Meeting with your Event Coordinator.
- Final Food & Beverage Guarantees due (*for groups larger than 1,000 people*).

### 7 DAYS OUT

- Final Food & Beverage Guarantees due (*for groups smaller than 1,000 people*).