

## Planner's Checklist

Plan and execute a seamlessly successful event using the time-based checklist below.

### **6 MONTHS PRIOR TO YOUR EVENT:**

- Submit Completed Questionnaire and Preliminary Event Specifications
- Discuss Sustainable Meeting Solutions options with your Event Manager
- Provide Social Media links for your Facebook and Twitter accounts

### **4 TO 3 MONTHS PRIOR, SUBMIT YOUR:**

- Exhibitor Manual for review
- Floor Plans for Fire Marshal Approval
- Advertising and Signage Package for review and approval

### **2 MONTHS PRIOR, SUBMIT YOUR:**

- Exhibitor List
- Final Event Specifications (Program Agenda, Meeting Room Set Up, etc.)

### **1 MONTH PRIOR, SUBMIT YOUR:**

- Insurance Certificate
- Security Schedule for Approval
- Rigging Plot for Approval
- Production Schedule
- Exhibitor Move-In Schedule

### **2 WEEKS PRIOR, SUBMIT YOUR:**

- Estimate charges due in full
- Logo / Artwork for Digital Signage (Exterior Marquees / Directional Signage / Meeting Room Signage)
- Complimentary Show Tickets for Public & Theatre Events

**PLEASE NOTE:** Mutually agreed dates will be set for site visits, pre-con meetings, and the submission of the final event specifications.