

Appendix H: Event Planner's Timeline and Checklist

3 - 18 months	<ul style="list-style-type: none"> - Sign and return copies of your event license agreement - Submit your license agreement & non-refundable initial deposit
6 months	<p>Preliminary Event Overview: Consult with your Event Manager regarding the requirements and cost estimates. Some items to include but not limited to:</p> <ul style="list-style-type: none"> - Event Overview: Date(s) and time(s), Event, move in/out, - Event Space Allocations: main event space, show office, exhibitor lounge, additional meeting rooms, VIP space(s) - The type of event and attendees, anticipated attendance
2 Months	<ul style="list-style-type: none"> - Submit floor plans, special permits and / or rigging requirements for approval from Fire Marshal & AGLC (if applicable) - Submit requirements for all spaces rented as it relates to: <ul style="list-style-type: none"> o Power requirements o Infrastructure / temporary furniture o Technology (phone, Internet) - Room set-up requirements (including ancillary spaces): Layout, lighting, access cards, cleaning requirements, Food & beverage - Access Control: Location (where exhibitors will be entering / exiting, dedicated loading dock), Exhibitor Badges (activation dates, pick up location / date), Swipe cards for show management - Third Party Activations: power, AV, display company, AV, Food & Beverage - Branding / Sponsorship Activations: Nature of activation, proposed location(s) - Ticketing / Registration / Accreditation requirements: location, times, ticket process - Transportation requirements: Show management (designated parking, passes), Exhibitor Parking (charge / passes; shuttle drop zones)
6 Weeks	<ul style="list-style-type: none"> - Food and beverage requirements: permits for food sampling, catered spaces, concession activation - Management of VIPs, media or entertainers (space utilization, F&B etc.) - Front of House operations: Event signage requirements & location(s), Queuing - Review cost estimate with your Event Manager
1 Month	<ul style="list-style-type: none"> - Confirm event timing and programming - Send a copy of show credentials to Event Manager - Confirm: Guest Services, Security, Parking, First Aid, Technology - Certificate of Insurance - Confirm any third party display early move in requests
2 Weeks	<ul style="list-style-type: none"> - All event requirements due 14 days prior to move in to avoid late service charges
1 Week	<ul style="list-style-type: none"> - Pre-event meeting to discuss: services confirmation, technology, staffing, power, space, chattels, move in plan, brief overview of move out, event programming
Event Day	<ul style="list-style-type: none"> - Pre-event meeting with Event Manager
Post Event	<ul style="list-style-type: none"> - Post-event meeting - Post-event walkthrough: Event Manager, facilities, client-designee, security - Final Settlement Please complete Evaluation form