



Event Planning Checklist

Use as a general guideline. Dates may vary based on contract.

9-10 MONTHS	
<input type="checkbox"/>	Review Contract with Convention Services Manager (CSM)
90 DAYS	
<input type="checkbox"/>	Contact BCC Partners
<input type="checkbox"/>	Send Preliminary Floor Plans to CSM
45 DAYS	
<input type="checkbox"/>	DUE: Completed Event Schedule
<input type="checkbox"/>	DUE: Sample Material for banners, clings, decorative signage plans
<input type="checkbox"/>	DUE: Centerplate: Catering & Concession SPECS
30 DAYS	
<input type="checkbox"/>	DUE: Required Event SPECS & Checklist
<input type="checkbox"/>	DUE: Event Information Form
<input type="checkbox"/>	DUE: Revised Floor Plans for Final Approval
<input type="checkbox"/>	DUE: Catering Contract with 90% Deposit
21 DAYS	
<input type="checkbox"/>	DUE: Edlen Electrical: Utilities Service Order Form
<input type="checkbox"/>	DUE: M.C. Dean, Inc.: Telecommunications Order Form
<input type="checkbox"/>	Review Work Orders & Changeover Fees with CSM
14 DAYS	
<input type="checkbox"/>	DUE: 100% of I.A.T.S.E. Bill (if applicable)
<input type="checkbox"/>	Send Final Details to CSM
5 DAYS	
<input type="checkbox"/>	DUE: Remaining Balance for Catering
<input type="checkbox"/>	DUE: Guaranteed Numbers for Catered Functions
3 DAYS	
<input type="checkbox"/>	DUE: ABC Imaging: Business Center Order Shipping/Receiving Form
POST-EVENT: Within 7 Days	
<input type="checkbox"/>	DUE: Peak Room Night (if applicable)
<input type="checkbox"/>	DUE: Final attendance count to CSM
<input type="checkbox"/>	Review any final billing with CSM. Final invoice will be sent separately.