

APPENDIX A: EVENT CHECKLIST

9 MONTHS FROM EVENT START DATE:

Send preliminary function grid to event manager.

Include details such as:

- Expected registration timings.
- Plenary session overview, including anticipated breakout session timeframes.
- Planned meal types and timings.
- Estimated trade show hours.
- Confirm room assignments, estimated attendance numbers, and planned set-up styles with event manager.
- Discuss and review preliminary floor plans with event manager.

6 MONTHS FROM EVENT START DATE:

Confirm event suppliers with event manager, including:

- Audiovisual.
- Trade show services.
- Event decorator.

Review event move-in and move-out requirements with event manager, including:

- Client move-in/out.
- Event supplier move-in/out.
- Exhibitor move-in/out.

Discuss marshalling and move-in/out staffing requirements with event manager.

Review current estimated attendance numbers with event manager, and adjust event plan accordingly.

Review facility emergency procedures.

3 MONTHS FROM EVENT START DATE:

Confirm technical requirements with event manager, including:

- Trade show power.
- Internet- both hard-wired and wireless.
- Any additional technical requirements, such as unique power requirements or plumbing services.

Review current estimated attendance numbers with event manager, and adjust event plan accordingly.

Review safety and security requirements.

45 DAYS FROM EVENT START DATE:

Send food and beverage requirements to event manager.

- Identify cultural dietary requirements, including Kosher and Halal.
- Identify additional lifestyle or dietary requirements, such as vegan or gluten-free.

Confirm event security, usher or coat check requirements.

Notify event manager of any VIPs who may be in attendance.

Review preliminary dinner agenda with event manager (if applicable).

Review registration-to-date with event manager, and adjust event plan accordingly.

2 WEEKS FROM EVENT START DATE:

Forward exhibitor list to event manager.

Review registration-to-date with event manager, and adjust event plan accordingly.

Identify any final food and beverage requirements, including lifestyle and dietary considerations, and adjust event menu accordingly.

5 BUSINESS DAYS FROM EVENT START DATE:

Send event manager signed event plan.

Written food and beverage guarantee is due by 12:00 p.m. AST, along with list of complete dietary requirements.

Confirm your planned on-site timing with event manager.

Forward a copy of final dinner agenda to event manager (if applicable).