

# APPENDIX A:

## EVENT CHECKLIST

### 6 MONTHS FROM EVENT START DATE:

**Send preliminary agenda to Event Manager.**

**Please include as many of the below details as possible:**

- 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.

### 45 DAYS FROM EVENT START DATE:

**Send food and beverage selections to Event Manager.**

- Identify cultural dietary requirements, including Kosher and Halal.
- Identify additional 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 current estimated attendance numbers with Event Manager.**

### 3 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.

**Review current estimated attendance numbers with Event Manager, and adjust event plan accordingly.**

**Confirm room setups and review event floor plans with Event Manager:**

**Review technical requirements including internet & IT, power, plumbing, smudging, hazing, etc.**

### 2 WEEKS FROM EVENT START DATE:

**Review final attendance numbers with Event Manager.**

**Identify any final food and beverage requirements, including any 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).**