

Event Planner Timeline Checklist

12-18 Months Prior

License agreement is issued by your Sales Manager

Sign and return license agreement with the initial deposit by due date.

An Event Coordinator is assigned to your event.

Review *ACC Event Planning Guide* and *Operational Policies* with your Event Coordinator

Review the *Master Planning Workbook* with your Event Coordinator

Discuss and review questions and preliminary event plans with your Event Coordinator

Review the *ACC Budgeting Guide* to help with planning your event's budget.

Provide your Event Coordinator with the initial draft of the exhibit floor plan for preliminary department approval BEFORE you begin selling booth space.

7-11 Months Prior

Begin to coordinate audio visual, Internet and utility needs

Obtain menus and begin to coordinate F&B needs with your ACC Catering Sales Manager

Provide your Event Coordinator with the first draft of event specifications, room sets and program agenda

Obtain necessary forms and guidelines for your exhibitor kits from your Utility Coordinator.

Schedule a site tour with Event Coordinator.

Contact state, county or city entities regarding required permits and licenses as applicable.
(See *Sec. 23 of Operational Policy* for assistance)

Provide your Event Coordinator with contact information for all GSC/Decorators/Freight managers/Audio Visual/etc. as applicable

3-6 Months Prior

Send revised and updated exhibit floor plans to the ACC Event Coordinator.

Send floor plans of proposed use of lobby areas and requested event marketing locations for approval.

Provide your Event Coordinator with any revised event specifications, room sets and/or program agenda.

Begin to finalize food & beverage requirements with your Catering Sales Manager.

Begin to develop your security plan with your Security Coordinator, sign and return open carry form.

Submit the event certificate of insurance. Include media liability coverage if you plan to film, broadcast or stream, and return photo authorization form.

1-2 Months Prior

Ensure all rental payments are current

Schedule a pre-con meeting with your Event Coordinator.

Finalize needs for utilities (water, electricity), internet and telecommunications with your Utilities Coordinator.*

Coordinate and confirm any special parking requests.

Provide list of rooms needing keys.

Finalize your event safety & security needs with your Security Coordinator.*

Provide final room specifications, production schedules and program agenda/timeline to your Event Coordinator.*

Event Planner Timeline Checklist Cont.

1-2 Months Prior Cont.

Discuss loading dock assignments and service yard access with your Event Coordinator

Review and approve final versions of floor plans with your Event Coordinator.

Review and schedule room set changeover plan with your Event Coordinator

Sign F&B contract, provide initial guarantees and deposit to your ACCD Catering Sales Manager.

*Due 31 days prior to first contracted date to receive incentive rate pricing.

2-3 Weeks Prior

Provide your Event Coordinator with any updated event specifications, room sets and/or expo diagrams

Confirm catering guarantees with your ACCD Catering Sales Manager.

1 Week Prior & On-Site

Update your Event Coordinator daily with any changes or adjustments to event requirements.

Submit a complete exhibitor list to your Event and Utility Coordinator.

Post-Event

Reconcile final bill of equipment, utilities, security, etc.