

EVENT PLANNER'S CHECKLIST

Please use this suggested timeline and checklist as a reference when preparing for your event.

12 Months Out

- Provide any relevant information (such as preliminary drafts) for the upcoming event or pressure points from previous meetings to discuss with your Event Manager/Coordinator.
- Review the RCC Event Planner's Handbook.

9 Months Out

- Discuss preliminary food needs and review services, policies, and potential deadlines with your Centerplate representative for all food and beverage related items (if applicable).
- Schedule a site visit/planning meeting with your Event Manager/Coordinator.

6 Months Out

- Provide contact information for any potential outside services suppliers that have been contracted for your event to your Event Manager/Coordinator (e.g. Audio Visual Partner, Decorator or Meeting Planner).
- Review current Rate Sheet.
- Submit Certificate of Insurance (COI) based upon your license agreement.

3 Months Out

- Submit your anticipated schedule and set-up requirements to your Event Manager/Coordinator for review.
- Relay potential needs for additional staff (stagehands, riggers, security, fork lift drivers, etc.) with your Event Manager/Coordinator.
- Discuss sponsor/exhibitor needs, including setup and/or utility requirements, with your Event Manager/Coordinator.

1 Month Out

- Submit all event details, submit COI (if not yet submitted), and send to your Event Manager/Coordinator for review.

Note: you will be provided with an Event Estimate for your review and approval.

- Payment Deadline: Final rental balance due (refer to your license agreement).
- Payment Deadline: Submit signed contract, Banquet Event Orders (BEO's), and 90% deposit to your Centerplate representative.

1 Week Out

- Submit final guarantee (guest count) and remaining balance to your Centerplate representative.
- Return signed Event Estimate and diagrams to your Event Manager/Coordinator.

Post-Event

- Complete short survey and send final attendance (including all staff, volunteers, and outside service suppliers) to your Event Manager/Coordinator.
- Review final invoice of incurred event costs upon receipt and submit final payment.