

## Planning Your Event Timeline

Here is a suggested timeline. We realize that some events are booked and occur in a shorter time frame. We will adapt this timeline to best fit your group's needs.

### 12 Months Prior:

- Facility contract issued
- Sign & return contract with initial deposit
- Event Manager (EM) and Catering (Levy) Sales Manager assigned to you
- Place EM and Levy on your mailing list
- Review *Event Planning Guide*
- Provide copy of previous year's meeting information to your EM
- Submit three (3) copies of your floor plans to your EM for Fire Marshal approval.  
**(Do not to start selling any exhibit space until your plans have been approved)**

### 6 Months Prior:

- Provide your EM with information on general service contractors
  - Decorator/General Service Contractor
  - Audio/Visual Company / Production
- Event staffing requirements (Public Safety Event Staff, Special Duty Police, First Aid)
- Review contracted space
- Send your EM and exhibitor kit and an exhibitor list (if applicable)
- Discuss catering needs with your Levy Sales Manager

### 3 Months Prior:

- Facility utility requests are due (electric, telephone, rigging, internet, water, gas)
- Review signage and location plan
- Finalize outside service contractor arrangements & movement
  - Ground / Shipping handler
  - Transportation / shuttles
  - Decorator / drayage
  - Audio Visual
  - Public Safety Event Staff
  - CPD (event and traffic) / CFD (EMT) First Aid

### 2 Months Prior:

- Submit three (3) copies of your final floor plan to your EM for Fire Marshal approval
- Meeting room requirements are due to your EM
- Set date and time for your Pre-Conference and Post Convention meetings with facility staff
- Master "Schedule of Events" is due to your EM
- Complete all food & beverage arrangements with Levy Sales Manager
- Final rental payment is due (or as the date per your contract states)
- Finalize meeting room sets with your EM (on-site room changes will incur an additional labor charge on your final invoice)

### 30 Days Prior:

- Liability Insurance Certificate is due 30 days prior to the event – [View Insurance/Liability Tab](#)