

Meeting Planner's Checklist

Greater Richmond Convention Center

Once you have signed and returned your license agreement and first deposit, your account will be turned over to our Event Services Department. At that time you will be assigned a personal Event Manager who will work with you in the logistical planning of your event activity. Although you may continue to have dialogue with your Sales Manager (modifying space needs, etc...), the Event Manager will be your primary point of contact with the facility, and will serve as your liaison for all facility related services (i.e. room set requirements, event security & staffing, utilities, parking, HVAC, etc.) The Event Manager can also assist you in working with our in house service contractors for food & beverage, A/V and telecommunications.

This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

6-12 Months Out

- Provide a copy of your previous meeting's (i.e. last year's annual meeting) event orders to your Event Manager.
- Place your Event Manager, Facility Sales Manager and catering Sales Manager on your mailing list.
- Review Facility Rules & Regulations.
- Request service order forms for inclusion in your Exhibitor Service Kits.
- Provide information on any potential outside service suppliers to your Event Manager, including:
 - Meeting Planner
 - Exposition Service Contractor / Decorator
 - Security Consultant
 - AV / Production Company
 - Transportation
 - Registration

3-6 Months Out

- Schedule a site visit / planning meeting with your Event Manager.
- Submit a preliminary exhibitor service kit and exhibitor list to your Event Manager.
- Submit five (5) copies of your preliminary exhibit and registration floor plans to your Event Manager for approval. Once approved, a Fire Marshal stamped copy will be returned to you for your files. This should be done prior to selling any booth space.
- Discuss preliminary food and beverage needs with your Catering Sales Manager.

2 Months Out

- Submit your **Preliminary Event Orders** (schedule of events and set-up requirements) to your Event Manager for review.
- Submit a copy of your Exhibitor Service Kit.
- Discuss your event security & staffing needs (including First Aid) with your Event Manager.
- Submit rigging plans to your Event Manager for consideration.
- Discuss your transportation plan (buses, shuttles, parking, etc.) with your Event Manager.
- Submit your utility services requests as directed on the order form, with a copy to your Event Manager.
- Submit your telecommunications requests to our exclusive telecommunication services provider, with a copy to your Event Manager.
- Lock in equipment rental rates with your Event Manager.

1 Month Out

- Second Deposit** is due **21 days** prior to move in.
- Submit your **Final Event Orders** to your Event Manager (Due **21 days** prior to move in). Event Orders should include no less than the following.
 - Final Floor Plans (exhibits, registration, large productions, etc.)
 - Final Exhibit Hall Schedule (move in, carpet laying, final walk through, show hours, daily cleaning times, move out) and any set up requirements
 - Final Meeting Room (& Ballroom) schedule and set-up requirements
 - Any other ancillary service or equipment requests (scissor lift request, over night lights, extra A/C for move in, etc...)
- Finalize your event security & staffing plan with your Event Manager. Subject to approval by the Director of Safety & Security.
- Certificate of **Insurance** is due **21 days** prior to move in.
- Schedule pre-convention and post-convention meetings with your Event Manager.
- Deposit for estimated **ancillary charges** is due **10 days** prior to move in.

3 Days Prior to Move In

- Guarantee guest count for food & beverage services with your Catering Sales Manager.
- At Pre-Con: Review Final Resume
 Discuss any last minute modifications
 Receive Keys Needed for event

Post Event Activities

- Post-Convention Meeting