

EVENT REMINDERS FOR PLANNERS

The following reminders are to assist with executing a successful event. Please refer to the due dates outlined below for your submission:

One Hundred & Eighty (180) Days Prior to your Event

- 2nd Deposit Due

Ninety (90) Days Prior to your Event

- 3rd Deposit Due

Thirty (30) Days Prior to your Event

- Floor Plans for approval
- Final Event Details
- Insurance Certificate
- Security Schedule
- First Aid Schedule
- Emergency Response Plan
- Signage Information for approval
- Food and Beverage Requirements
- Catering Requirements
- Information Technology and Telecommunication Requirements
- Authorization and Release Form(s) for approval (Animals, Balloons, High Risk Activity, etc)

Fifteen (15) Days Prior to your Event

- Estimate Invoice Payment Due

Five (5) Day Prior to your Event

- Final guaranteed guest count for Catering Orders