



EVENT CHECKLIST: CONVENTIONS

PENTICTON TRADE AND CONVENTION CENTRE

1 3-4 MONTHS

FROM EVENT START DATE:

SEND PRELIMINARY AGENDA TO EVENT MANAGER

Please include as many of the details below:

- Expected registration timings.
- Plenary session overview, including anticipated breakout session timeframe.
- Planned meal types and timings sent to Food and Beverage.
- Estimated trade show hours.
- Confirm room assignments, estimated attendance numbers, and planned set-up styles with Event Manager.
- Discuss and review preliminary floor plans with Event Manager.

VENUE DEPOSIT DUE AT SIGNING OF THE AGREEMENT

2 2-3 MONTHS

FROM EVENT START DATE:

CONFIRM EVENT SUPPLIERS WITH EVENT MANAGER, INCLUDING:

- Audiovisual.
- Trade show services.
- Event decorator.

REVIEW EVENT MOVE-IN AND MOVE-OUT REQUIREMENTS WITH EVENT MANAGER, INCLUDING:

- Client move-in/out.
- Event supplier move-in/out.
- Exhibitor move-in/out.

REVIEW CURRENT, ESTIMATED ATTENDANCE NUMBERS WITH EVENT MANAGER, AND ADJUST EVENT PLAN ACCORDINGLY.

CONFIRM ROOM SETUPS AND REVIEW EVENT FLOOR PLANS WITH EVENT MANAGER.

REVIEW TECHNICAL REQUIREMENTS INCLUDING INTERNET & IT, POWER, PLUMBING, SMUDGING, HAZING, ETC.

PROVIDE A COPY OF YOUR INSURANCE

3 45-60 DAYS

FROM EVENT START DATE:

SEND FOOD AND BEVERAGE SELECTIONS TO FOOD AND BEVERAGE MANAGER.

NOTIFY EVENT MANAGER OF ANY VIPS WHO MAY BE IN ATTENDANCE.

REVIEW PRELIMINARY DINNER AGENDA WITH FOOD AND BEVERAGE MANAGER.

REVIEW CURRENT ESTIMATED ATTENDANCE NUMBERS WITH EVENT MANAGER.

4 2 WEEKS

FROM EVENT START DATE:

REVIEW FINAL ATTENDANCE NUMBERS WITH EVENT MANAGER.

IDENTIFY ANY FINAL FOOD AND BEVERAGE REQUIREMENTS, INCLUDING ANY DIETARY CONSIDERATIONS WITH FOOD AND BEVERAGE MANAGER.

5 5 BUSINESS DAYS

FROM EVENT START DATE:

SEND EVENT MANAGER SIGNED EVENT PLAN.

WRITTEN FOOD AND BEVERAGE GUARANTEE IS DUE BY 12:00 P.M. PT, ALONG WITH LIST OF COMPLETE DIETARY REQUIREMENTS.

CONFIRM FINAL NUMBERS WITH FOOD AND BEVERAGE MANAGER.

CONFIRM YOUR PLANNED ON-SITE TIMING WITH EVENT MANAGER.

FORWARD A COPY OF FINAL DINNER AGENDA TO EVENT MANAGER (IF APPLICABLE).

COMPLETE A FINAL WALKTHROUGH WITH EVENT MANAGER.