



## Event Planner's Checklist

**We'd like to provide you with this timeline of important dates and deadlines for your upcoming event. Please contact your Event Manager with any questions.**

### **NINE MONTHS** prior to first move-in day

**DUE:** Provide event information and link for your event's website to be posted on CCC website at [www.denverconvention.com](http://www.denverconvention.com) (Information is posted nine months prior to your event).

### **SIX MONTHS** prior to first move-in day

**DUE:** Preliminary floorplans including registration, lobby usage, exhibits, general session, etc.

**Provide vendor information to your Event Manager:**

- General Service Contractor/Decorator contact
- Audio Visual and/or Production Company contact
- Security Staffing Company contact
- Destination Management Company and/or Transportation contact

### **THREE MONTHS** prior to first move-in day

**DUE:** Updated floorplans for Fire Marshal review and approval, if applicable

**DUE:** Rigging plans for CCC review and approval, if applicable

### **SIX WEEKS** prior to first move-in day

**DUE:** Schedule of events overview

**Reminder:** Room set specifications due in two weeks

### **FOUR WEEKS** prior to first move-in day

#### LATE CHARGES MAY BE APPLICABLE AFTER THIS POINT

**DUE:** Complete chronological schedule of events

**DUE:** Room set specifications including diagrams, audio visual set-up, utilities and food and beverage requirements

**DUE:** Utility specifications including telephone, electrical, and internet requirements (Provide drawings indicating the locations for utilities)

### **TWO WEEKS** prior to first move-in day

**DUE:** Digital billboard content/graphics, if applicable. Marketing Coordinator will be contacting you with this information.

**Conditional upon your Event Manager receiving the above requirements, you will be provided with a complete Colorado Convention Center resume of your upcoming conference and an estimate of the charges.**