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 (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.

Revised: 8/4/21 MCT