



EVENT PLANNING CHECKLIST

Please use this checklist to help with the planning, coordination and implementation of your upcoming event.

18-12 MONTHS PRIOR

- Schedule a site visit with your Sales Manager to review and finalize required space.
- License agreement is issued by your Sales Manager.
- Sign and return license agreement with the initial deposit by due date.
- An Event Manager is assigned to your event.
- Obtain copy of the LACC Event Planning Guide and review with your Event Manager.
- Review the Center's Authorized Contractors List and advise your Event Manager of the designated general service contractor and electrical contractor.
- Review the LACC Expenses Guide to help with planning your event's budget.
- Provide your Event Manager and LACC Fire Marshal with the initial draft of the exhibit floor plan to begin selling booth space.

7-11 MONTHS PRIOR

- If your event has an expected daily attendance of 1,000 or more, discuss LAPD and/or LA City Department of Transportation (LADOT) staffing requirements with your Event Manager.
- Begin to coordinate audio visual, internet and telecom needs.
- Obtain menus and begin to coordinate F&B needs with your Taste of LA Catering Sales Manager.
- Provide your Event Manager with the first draft of event specifications, room sets and program agenda.
- Obtain necessary forms and guidelines for your exhibitor kits from your Event Manager.
- Schedule a site tour with Event Manager.
- Contact state, county or city entities regarding required permits and licenses as applicable.

3-6 MONTHS PRIOR

- Send revised and updated exhibit floor plans to the LACC Fire Marshal and Event Manager.
- Send floor plans of proposed use of lobby areas and requested event marketing locations.
- Begin to finalize food & beverage requirements with your Catering Sales Manager.
- Choose your event security contractor and begin to develop the security plan with your Event Manager.
- Coordinate small items shipping/receiving copying needs and signage printing with Image Quest.
- Review the Center's Authorized Contractors List and provide Event Manager of designated contractors for event security, medical services, cleaning and rigging.

1-2 MONTHS PRIOR

- Submit the event certificate of insurance. Include media liability coverage if you plan to film, broadcast or stream.
- Ensure all rental payments are current.
- Schedule a tie-down planning/production meeting with your Event Manager.
- Place order for internet and telecommunications with Smart City.
- Place order for audio visual needs with Encore Event Technologies (if applicable).
- Place order for parking passes.
- Provide list of rooms needing lock recore and keys.
- Submit final event security staffing and posting plan to the VP Security & Guest Services, including LAPD and/or LADOT staffing.
- Provide final event specifications, production schedules and program agenda/timeline.
- Schedule loading dock and private drive access with your Event Manager
- Review and approve final versions of floor plans with your Event Manager.
- Review and schedule room set changeover plan with your Event Manager.
- Obtain estimate of expenses from your Event Manager.
- Sign F&B contract, provide initial guarantees and deposit to your Taste of LA Catering Sales Manager.

2-3 WEEKS PRIOR

- Sign & return estimate of event expenses to Event Manager.
- Provide your Event Manager with updated final event specifications and room sets.
- Confirm catering guarantees with your Taste of LA Catering Sales Manager.

1 WEEK PRIOR & ON-SITE

- Submit payment for estimate of expenses to your Event Manager prior to move-in.
- Update your Event Manager daily with any changes or adjustments to event requirements.

