

Item	Deadline	Date Completed
Lansing Center contract issued	12-18+ months prior	_____
Return signed contract with deposit	10 days after receipt	_____
Request current equipment, audio/visual, labor and food & beverage price list (available online)	10-12 months prior	_____
Event coordinator assigned	3-4 months prior	_____
Prior to selling booth space, send an exhibit floor plan to event coordinator for fire marshal approval	1 month prior to selling booths	_____
Public show managers coordinate box office requirements with box office manager	2 months prior	_____
Send revised floor plan to event coordinator	1 month prior	_____
Send event agenda to event coordinator and catering sales coordinator	1 month prior	_____
Pre-con and site visit scheduled with event coordinator and appropriate staff	1 month prior	_____
Send General Liability Insurance certificate to Lansing Center	1 month prior	_____
Food & beverage arrangements finalized with catering sales coordinator	1 month prior	_____
Send room diagrams and set-up, audio/visual, labor and security requirements to event coordinator	3-4 weeks prior	_____
Banquet Event Order (BEO) received from Lansing Center	2-4 weeks prior	_____
Return signed BEO to event coordinator	2 weeks prior	_____
Send food & beverage guarantees to catering sales coordinator	5 business days prior	_____
Pay food & beverage deposit	3 business days prior	_____
Post-con scheduled with event coordinator and appropriate staff	within 30 days after end of event	_____

