



## Event Planning Guide

<b>Event Name</b>		<b>Start Date</b>	
		<b>End Date</b>	

<b>Contacts</b>	
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<b>Main Planning Contact</b>	<b>Alternate Planning Contact</b>
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to the master bill	<input type="checkbox"/> Authorized signer to add cost to the master bill
<b>Alternate Planning Contact</b>	<b>Exhibits/Floor Manager</b>
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to the master bill	<input type="checkbox"/> Authorized signer to add cost to the master bill
<b>Decorator</b>	<b>Other Suppliers (DMC, security, transportation, etc.)</b>
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to the master bill	<input type="checkbox"/> Authorized signer to add cost to the master bill
<b>Production Company</b>	<b>Audio Visual Company</b>
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to the master bill	<input type="checkbox"/> Authorized signer to add cost to the master bill

<b>Event Name</b>		<b>Start Date</b>	
		<b>End Date</b>	

<b>Exhibit Hall Schedule</b>				
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	<b>Day of the Week</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
<b>Decorator Move-In</b>				
<b>Exhibitor Move-In</b>				
<b>Production Move-In</b>				
<b>Registration</b>				
<b>Show Hours</b>				
<b>Decorator Move-Out</b>				
<b>Exhibitor Move-Out</b>				
<b>Production Move-Out</b>				


## General Information

### Required Services – Check all that apply

<input type="checkbox"/> Audio Visual: <input type="checkbox"/> Encore <input type="checkbox"/> Outside Company <input type="checkbox"/> Both	<input type="checkbox"/> Internet/Phone (exclusive)
<input type="checkbox"/> Catering (exclusive)	<input type="checkbox"/> On-Site Printing
<input type="checkbox"/> Digital Signage	<input type="checkbox"/> Post-Show Donations
<input type="checkbox"/> Electric/Utilities (exclusive)	<input type="checkbox"/> Rigging (exclusive)
<input type="checkbox"/> Event Security/Ambassador Security: <input type="checkbox"/> Sentry <input type="checkbox"/> Outside Co.	<input type="checkbox"/> Shuttles/Buses/Valet Service
<input type="checkbox"/> Excessive Weight Exhibits	<input type="checkbox"/> Static Branding/Clings
<input type="checkbox"/> Fog Machine/Lighted Candles/Cooking/Pyro*	<input type="checkbox"/> Tents/Covered Areas/Multi-level Booths*
<input type="checkbox"/> Food & Beverage Sampling/Alcohol Sampling	<input type="checkbox"/> Vehicle/Motorized Equipment Display*

\*May require Fire Marshal approval and may require the use of a Fire Watch

## Attendance

### Daily Expected Attendance (Attendees, exhibitors, and staff. Please include move-in and move-out dates):

Date	# of attendees	Date	# of attendees	Date	# of attendees	Date	# of attendees

<input type="checkbox"/> Majority Local Attendees <input type="checkbox"/> Majority Hotel Attendees Hotel(s) <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>	<b>Other:</b> <input type="checkbox"/> VIPs/celebrities <input type="checkbox"/> Government officials/dignitaries <input type="checkbox"/> Potential protestors <input type="checkbox"/> Display animals
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### Media

Social media restrictions for TCC:

Media coverage expected

Media relations contact name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_