

Meeting Planner's Checklist



Overland Park Convention Center

**This checklist is designed to assist you in your planning process.
Please use our checklist to plan a seamless, successful event.**

Once you have signed and returned your license agreement and first deposit, your account will be turned over to the Events Department, and you will be assigned an Event Manager who will work with you in the logistical planning of your event. Your Event Manager will be your primary point of contact with the facility and will serve as your liaison for all facility-related services (i.e. room set requirements, event security and staffing, utilities, parking, HVAC). Your Event Manager can also assist you in working with our in-house service contractors for Food and Beverage, Audio Visual and Telecommunications.

12 Months Out

- Provide a copy of your previous meeting's (i.e. last year's annual meeting) event orders to your Event Manager.
- Place your Sales Manager, Event Manager and Catering Sales Manager on your mailing list.
- Review Facility Policies and Procedures.
- Request Overland Park Convention Center exhibitor information.
- Contact the Marketing Manager if you would like any Marketing and PR assistance.

9 Months Out

- Review services and policies with our in-house service providers (catering, concessions, audio/visual, electrical and telecommunications).
- Provide information on any potential outside service suppliers to your Event Manager, including:
 - Meeting Planner
 - Decorator
 - Security Consultant
 - Audio Visual
 - Transportation
 - Registration

6 Months Out

- Schedule a site visit / planning meeting with your Event Manager.
- Discuss preliminary food and beverage needs with your Catering Sales Manager.
- Submit two (2) copies of your **preliminary exhibit and registration floor plans** to your Event Manager for approval. Once approved, a Fire Marshal stamped copy will be returned to you for your files. This should be done prior to selling any booth space.



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3 Months Out

- Submit your **Preliminary Event Orders** (schedule of events and set-up requirements) to your Event Manager for review.
- Submit an exhibitor service kit and exhibitor list.
- Submit rigging plans to your Event Manager for consideration.
- Submit your utility services and telecommunications requests as directed on the order form, with a copy to your Event Manager.
- Discuss your transportation plan (buses, shuttles, parking, etc.) with your Event Manager.
- Discuss your event security and staffing needs (including First Aid) with your Event Manager.
- Lock in equipment rental rates with your Event Manager.

1 Month Out

- **Second Deposit** is due **21 days** prior to move in.
- Submit your **Final Event Orders** (Due **21 days** prior to move in) to your Event Manager. Event Orders should include no less than the following:
 - Final floor plans (exhibits, registration, large productions, etc.)
 - Final exhibit hall schedule (move in, carpet laying, final walk through, show hours, daily cleaning times, move out) and any set up requirements.
 - Final meeting room and ballroom schedule and set-up requirements.
 - Any other ancillary service or equipment requests (scissor lift request, overnight lights, extra A/C for move in, etc.)
- Finalize your event security and staffing plan with your Event Manager.
- Certificate of **Insurance** is due **21 days** prior to move in.
- Schedule pre-convention and post-convention meetings with your Event Manager.
- Deposit for estimated **ancillary charges** is due **10 days** prior to move in.

1 Week Prior To Move In

- Guarantee guest count for Food and Beverage services with your Catering Sales Manager.
 - Events up to 500 people require the Final Guarantee **three business days** prior to the first scheduled event.
 - Events between 501-2,500 people require the Final Guarantee **five business days** prior to the first scheduled event.
 - Events over 2,500 people require the Final Guarantee **seven business days** prior to the first scheduled event.
- At Pre-Con, review final resume, discuss any last minute modifications, receive keys needed for event, and confirm arrival time.