

## SCCC EVENT PLANNING TIMELINE

**Mark Your Calendar for these important dates:**

Due Date	Deadline
	<b>45 days prior to event date</b>
	Provide basic information for meal types and attendance estimates (breakfast/lunch/dinner/break stations)
	Provide basic information to include Event Room Layouts with attendance estimates. To include outside Decorators, A/V vendor and exhibitor lists
	Ticket Takers/Staffing/Security request/needs based on anticipated attendees and event hours. (This would be for the number of people each day and the hours needed.)
	Outside Decorator- Diagram
	Exhibitor Packet due for APPROVAL (if applicable)
	Marketing needs coordinated (if applicable). Any marketing items in license agreement need to be communicated to Marketing Manager. Email <a href="mailto:marketing@scmocc.com">marketing@scmocc.com</a>
	Internet and Telecommunications needs requested
	Confirm setup instructions, and reconfirm building staff requests & schedules: Ticket Takers, Security etc.
	<b>30 days prior to event date</b>
	Menu selections confirmed and also include any dietary restrictions. Changes to meal selections inside 30 days, may have a 25% additional costs or limitations on availability.
	Certificate of Insurance for client, tax exempt forms, and additional providers (decorators, food trucks, registration, etc.). See section H of Special Conditions.
	Pre-Con Meeting to be scheduled if applicable
	Beer, liquor, wine and special request for products not normally carried
	Alcohol & Food Sampling Forms due (if applicable). \$25 late fee if inside 21 days.
	Provide final event setup details to include: times, room sets, exhibitor lists, media services, labor requests, outside vendors, or specialty needs. Should Event Management not receive room set information, they will choose the set that best fits the event needs. Any changes after will require revisions of floor plans and resumes and will be billed to the client at the prevailing rate per hour.
	<b>14 days prior to event date</b>
	Media Services: 25% Restocking fee on Cross Rental equipment if cancelled 14 days before event start date
	Advanced pricing rates expire for all equipment & services
	Exhibitor Lists due
	<b>10 days prior to event date</b>
	Signed Event Resume and diagrams due. (Inside 14 days, client may be subject to labor costs if room sets have to change)
	Guaranteed guest counts are due to Catering Sales Manager/Event Manager.
	There is a 15% surcharge applied to any additional orders inside 7 days or limitations may apply.
	SCCC purchases insurance for client if not received at a cost of \$1.15/person anticipated in attendance
	<b>7 days prior to event date</b>
	Final balance due on the account based on event estimate.
	Check required or will be charge to Credit Card on file.
	Credit Card is required to be on file for on-site incidentals