Event Name		Start Date	
		End Date	

Event Planning Checklist

ACTION ITEM	DONE / NA	DATE COMPLETED	COMMENTS	FOLLOW UP
Initial Review with Show Manager				
Intro phone call or email from CSM	☐			☐
Intro phone call from TCC Partners	☐			☐
Share previous event location & history with CSM	☐			☐
Provide the following to CSM (can use TCC's Planning Forms)	☐			☐
• Main Contact & Alternate Contacts (Authorized Signers)	☐			☐
• Decorator, A/V & Production Companies Contact Info	☐			☐
• Website, Phone #, etc. for Attendee Information	☐			☐
Insurance sent (if applicable)? Yes ☐ No ☐	☐			☐
Deposit & scheduled payments sent? Yes ☐ No ☐	☐			☐
Schedule Planning/Site visits to meet with CSM	☐			☐
Review website: www.tampaconventioncenter.com	☐			☐
Contracted dates & venue space correct?	☐			☐
	☐			☐
	☐			☐
Tradeshows: CSM to Review with General Services Contractor/Decorator				
Service Provider Insurance Current: Yes ☐ No ☐	☐			☐
General Service Contractor Fact Sheet	☐			☐
Floor Plans sent to CSM for Fire Marshal approval	☐			☐
TCC to send Exhibitor info for Exhibitor Kits	☐			☐
Remind Decorator to review "TCC's Service Contractor Guide"	☐			☐
Review Encore's Sign & Banner Policies, if applicable	☐			☐
Review TCC's Cleaning Policies	☐			☐
	☐			☐
	☐			☐
AV/Production Company				
Review Exclusive Policies	☐			☐
Outside Production Co – Insurance current: Yes ☐ No ☐	☐			☐
Drawing Floor Plans: Yes ☐ No ☐	☐			☐
Rigging? Encore exclusive: Yes ☐ No ☐	☐			☐
Backdrop for stage?	☐			☐
Reminder About Blocking Exits (Lighted Exit Signs if needed)	☐			☐
Reminder About Lighting over A/V Screens (if needed)	☐			☐

Event Name		Start Date	
		End Date	

Event Planning Checklist				
ACTION ITEM	**DONE / NA**	**DATE COMPLETED**	**COMMENTS**	**FOLLOW UP**
Floorplans for the Fire Marshal				
Floorplan sent to the CSM to submit to Fire Marshal	☐			☐
Display vehicles? Yes ☐ No ☐ / On Floor Plan ☐	☐			☐
Schedule time for Fire Marshal inspection	☐			☐
Blocking fire extinguishers or exits?	☐			☐
Floorplan approval by Fire Marshal	☐			☐
Revisions of Floorplan sent to CSM for Fire Marshal	☐			☐
Review with Convention Services Manager				
Rigging, A/V, Banners & Clings	☐			☐
Vehicle Displays: Yes ☐ No ☐	☐			☐
F & B Sampling: Yes ☐ No ☐ / Approved ☐	☐			☐
Alcohol Sampling: Yes ☐ No ☐ / Sent to ARAMARK ☐ / Approved ☐ / Note: Much longer approval process	☐			☐
Cooking: Yes ☐ No ☐ / Grease Barrel: Yes ☐ No ☐	☐			☐
Internet Request: Yes ☐ No ☐	☐			☐
Phone Request: Yes ☐ No ☐	☐			☐
Electric Request: Yes ☐ No ☐	☐			☐
Hazing/Open Flame/Fireworks/Pyrotechnics: Yes ☐ No ☐	☐			☐
Animals: Yes ☐ No ☐ / Special Insurance ☐	☐			☐
Extra Dumpster Pull : Yes ☐ No ☐	☐			☐
Overnight HVAC: Yes ☐ No ☐ (Extra charge)	☐			☐
Plumbing: Yes ☐ No ☐	☐			☐
Decorations/Balloons, etc.: Yes ☐ No ☐	☐			☐
Box Office: Yes ☐ No ☐	☐			☐
Lock Changes/Keys: Yes ☐ No ☐	☐			☐
Shuttle Buses: Yes ☐ No ☐	☐			☐
Media: Yes ☐ No ☐	☐			☐
Safe Needed: Yes ☐ No ☐	☐			☐
Shipping Packages early to Business Center: Yes ☐ No ☐	☐			☐
Schedule "Working Pre-Con", if applicable	☐			☐
Parking Passes	☐			☐
Discuss Local Donation Programs	☐			☐

TAMPA
CONVENTION CENTER

Event Name		Start Date	
		End Date	

Event Planning Checklist

ACTION ITEM	DONE / NA	DATE COMPLETED	COMMENTS	FOLLOW UP
General				
Complete sent Specs to CSM: Yes ☐ No ☐	☐			☐
Confirm Encore Details / Payment sent	☐			☐
Confirm Security Schedule / Payment sent	☐			☐
Confirm F&B Guarantees / Payment sent	☐			☐
Identify possible issues (inventory, outside activity, tight turns, noise, etc.)	☐			☐
Paramedic, if applicable	☐			☐
Fire Watch, if applicable	☐			☐
Review and sign Event Resume & Floorplans	☐			☐
Ancillary Payment due 7 days prior to event	☐			☐
	☐			☐
	☐			☐
	☐			☐
	☐			☐

Pre & Post Show

Prior To Show Day				
Walkthrough of rooms	☐			☐
Provide Program Guides to CSM - Go To Information Desk	☐			☐
Final Show Day				
Review added ancillaries	☐			☐
Walkthrough for damages	☐			☐
Post-Con, if applicable	☐			☐
Turn in all keys	☐			☐
	☐			☐
Additional Notes				
	☐			☐
	☐			☐
	☐			☐