



Event Planning Guide

Event Name		Start Date	
		End Date	

Contacts	
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Main Planning Contact	Alternate Planning Contact
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
Alternate Planning Contact	Exhibits/Floor Manager
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
Decorator	Other Suppliers (DMC, security, transportation, etc.)
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
Production Company	Audio Visual Company
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

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Exhibit Hall Schedule

	Day of the Week	Date	Start Time	End Time
Decorator Move-In				
Exhibitor Move-In				
Production Move-In				
Registration				
Show Hours				
Decorator Move-Out				
Exhibitor Move-Out				
Production Move-Out				

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General Information

Required Services – Check all that apply

<input type="checkbox"/> Audio Visual: Encore Outside Company	<input type="checkbox"/> Internet/Phone (exclusive)
<input type="checkbox"/> Catering (exclusive)	<input type="checkbox"/> On-Site Printing
<input type="checkbox"/> Digital Signage (exclusive)	<input type="checkbox"/> Post-Show Item Donations
<input type="checkbox"/> Electric/Utilities (exclusive)	<input type="checkbox"/> Rigging (exclusive)
<input type="checkbox"/> Event Security/Ambassadors: <input type="checkbox"/> Sentry Outside	<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						

<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>	Other: <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: _____