

CAPE MAY CONVENTION HALL

PLANNING GUIDE

12 Months prior to your event

	Provide a list of your contacts to the Event Manager (i.e.: Family or Corporate contacts, Event planner, wedding planner, catering service, florist, photographer)
	Provide or review a copy of your previous activity (i.e.: last year's annual event)
	Review Facility Rules & Regulations
	Review the liquor license policy and required permits
	Review seating, tables, floor plan options, and/or exhibit spaces
	Provide information on any potential outside service suppliers to your Event Manager, including:
	Meeting Planner
	Exposition Service Contractor / Decorator
	Security Consultant
	AV / Production Company
	Transportation
	Registration
	Marketing/Public Relations

6 Months prior to your event

	Schedule a follow-up site visit and/or planning meeting with your Event Manager
	Submit a copy of your preliminary seating and table plan, or exhibit and registration floor plan to your Event Manager for approval.
	Submit a preliminary exhibitor service requests and exhibitor list to your Event Manager
	Discuss box office and ticket sales requirements
	Discuss preliminary food and beverage needs with your Event Manager
	Discuss your transportation plan (buses, shuttles, parking, etc.) with your Event Manager

3 Months prior to your event

	Review the schedule of events and set-up requirements including load-in and load-out for your outside service suppliers
	Submit production and staging plans to your Event Manager for consideration
	Discuss your event security & staffing needs (including First Aid) with your Event Manager
	For trade shows and exhibits, submit your utility services requests and telecommunications requests to your Event Manager
	For registration events, the registration and payment process should be made available
	For ticket events, the tickets should be made available for purchase
	Lock in equipment rental rates with your Director

1 Month prior to your event

	Provide your Certificate of Insurance and/or liquor license permit in accordance with the terms of the agreement
	Submit your Final Event plans to your Event Manager
	Final Floor Plans (seating charts, exhibits, registration, large productions, etc.)
	Final Exhibit Hall schedule (move in, final walk through, show hours, daily cleaning times, move out) and any set up requirements
	Final Meeting Room (& Ballroom) schedule and set-up requirements
	Any other ancillary service or equipment requests (scissor lift request, over night lights, extra A/C for move in, etc...)
	Finalize your event security & staffing plan with your Event Manager.
	Finalize your transportation and parking needs
	Satisfy all financial terms and payment of fees per the agreement
	Schedule a post-event meeting with your Event Manager

3 Days prior to your event

	Final site visit and pre-event meeting
	Discuss any last minute modifications
	Provide guarantee guest count for food and beverage services with your Catering Sales Manager
	Verify outside suppliers and vendors (i.e.: music and DJ's, florist)