

Please use this suggested timeline and checklist as a reference when preparing for your event.

**9 Months Out:**

- ☐ Provide any relevant information (such as preliminary drafts) for the upcoming event or pressure points from previous meetings to discuss with your Event Manager/Coordinator.
- ☐ Review the Gas South District – Convention Center's [Event Planning Guide](#).

**6 Months Out:**

- ☐ Discuss preliminary food and AV needs and review services, policies, and potential deadlines with your Proof of the Pudding, ONSite representatives (if applicable).
- ☐ Schedule a site visit/planning meeting with your Event Manager/Coordinator.
- ☐ Review current [Rate Sheet](#).

**3 Months Out:**

- ☐ Submit Certificate of Insurance (COI) based upon your license agreement.
- ☐ Submit your anticipated schedule and set-up requirements to your Event Manager/Coordinator for review.
- ☐ Relay potential needs for additional staff (stagehands, riggers, security, forklift drivers, etc.) with your Event Manager/Coordinator.
- ☐ Discuss vendor/exhibitor needs, including setup and/or utility requirements, with your Event Manager/Coordinator.

**1 Month Out:**

- ☐ Submit all event details and COI (if not yet submitted), and send to your Event Manager/Coordinator for review.  
NOTE: you will be provided with an Event Estimate for your review and approval.
- ☐ **Payment Deadline:** Final rental balance due (refer to your license agreement). Pay online at <http://www.gassouthdistrict.com/payoline> - include contract number.

**14 Days Out:**

- ☐ Return signed Event Estimate and diagrams to your Event Manager/Coordinator.
- ☐ **Payment Deadline:** All estimated event expenses due. Pay online at <http://www.gassouthdistrict.com/payoline> - include contract number.
- ☐ Submit final guarantee (guest count) and remaining balance to your Proof of the Pudding representative (if applicable).

**Post-Event:**

- ☐ Complete a brief survey regarding your experience at Gas South District's Convention Center - [www.GasSouthDistrict.com/client\\_survey](http://www.GasSouthDistrict.com/client_survey)
- ☐ Review the final invoice of incurred event costs upon receipt and submit final payment. Pay online at <http://www.gassouthdistrict.com/payoline> - include contract number.