



McCORMICK PLACE®
C H I C A G O



EVENT ORGANIZER CHECKLIST

PRIOR TO BOOTH SALES

- Submit Preliminary Floor Plans via PDF

TARGET MONTH

12 MONTHS OUT

- Confirm Site Visit Date & Times (Agenda Items: Event & Facility Operations, Telecom, Internet, etc.)
- Submit Exhibitor Prospectus

9 MONTHS OUT

- Submit Exhibitor Guide Order Form Request (internet and telecom)
- Submit Official Contractor/Vendor Contact Information
- Submit ASUV (Automobile & Small Utility Vehicle) Dates & Times

6 MONTHS OUT

- Submit Event Preliminary Space Grid
- Submit Exhibitor Service Manual

3 MONTHS OUT

- Submit Floor Plans for Review: Exhibits, Registration, Public Space

45 DAYS OUT

- Submit Security Plan/Schedule Uniformed Off-Duty Officers

30 DAYS OUT

- Submit Event Set-Up Requirements: Meeting Room and Office Specs, Diagrams, Telecom & Internet needs
- Submit First Aid Schedule
- Submit Transportation Plan/Traffic Agenda from Shuttle Provider
- Submit Meeting Room Key Card Request and Access Schedule
- Confirm Hours of Operation with FedEx Office
- Submit Catering/Concession Details To SAVOR...Chicago

15 DAYS OUT

- Submit Final Exhibit Floor Plan via CAD
- Submit Final Public Space Floor Plans via CAD
- Identify Advertising Locations
- Outline Anticipated 1st Amendment Demonstrations/Protestors
- Submit VIP Guest/Speaker List
- Outline Invited Media/Press (Live vs. B-roll)
- Confirm Lost and Found Procedure
- Submit Exhibitor List and EAC List w/ Booth # and Contact Info
