

# Bismarck Civic Center

Exceed Expectations Through Engaging Experiences



**EVENT PLANNER'S CHECKLIST:** The following items should be submitted to your Event Manager, unless otherwise noted within the designated timeframe:

## **Contract Executed**

- At the time when the contract is executed a 50% deposit of the facility rental is due along with proof of insurance listing Bismarck Civic Center and the City of Bismarck as additional insurance.

## **Ten (10) to Twelve (12) Months Out From Event:**

- For annual events, provide a copy of last year's schedule and notes on things you would like to see changed this year.
- Place your Event Manager and catering sales manager on your mailing list.
- Submit preliminary layout information for your rented space.
- Secure any/all outside caterers.

## **Nine (9) Months Out From Event:**

- Define daily usage of function space (rough draft of resume/function book).
- Review equipment and service needs with BCC staff, including catering, audio/visual, electrical, security and event communications.
- Provide information regarding any potential outside service suppliers, including:
  - o Meeting Planning Consultants
  - o Production Company
  - o Audio/Visual Company
  - o Event Security Provider (for convention events)
  - o Transportation
  - o First Aid
  - o Catering

## **Six (6) Months Out From Event:**

- Submit preliminary meeting room schedule and set-up requirements for review (updated resume/function book). With this, please include your in/out and start/end times for each day of your event.
- Discuss preliminary food and beverage needs with your catering sales manager. Establish designated food and beverage service areas on the exhibit floor.

## **Three (3) Months Out From Event:**

- Submit an exhibitor service kit and exhibitor list, with contact information.
- Submit revised meeting room schedule and set-up requirements for review (updated

resume/function book). With this, please include your in/out and start/end times for each day of your event.

- Finalize outside service contractor arrangements:
  - Meeting Planning Consultants
  - Exposition Service Contractor
  - Jobbers Storage
  - Production Company
  - Audio/Visual Company
  - Event Security Provider (*for convention events*)
  - Transportation
  - First Aid
  - Registration Company

**One (1) Month Out From Event:**

- Verify all room layouts that have been sent to you for approval are correct.
- Submit final resume/function book. With this, please include your in/out and start/end times for each day of your event.
- Schedule a pre-convention and post-convention meeting with your Event Manager.

**One (1) Week Prior to Move In:**

- Guarantee guest count for food and beverage service with your catering sales manager.

\*Any items received after the due dates are subject to additional fees based on time required to produce the event (i.e. unapproved floor plans, last minute changes, etc.).

\*Please Note: All prices, inventory and terms are subject to change, but will be guaranteed one (1) year prior to your event. Please ask your Event Manager for current Bismarck Civic Center inventory and rental rates or any changes to this guide.