



## Mobile Convention Center Client Checklist

Upon Definite Booking	Date Completed
<ul style="list-style-type: none"> <li>• Go to our website <a href="http://www.mobileconventions.com">www.mobileconventions.com</a> and click on “Plan A” Social Events/Plan a Meeting to view the Event Planning Guide</li> <li>• Be sure to view the policies and procedures for decorating</li> <li>• The following information is what your Event Coordinator will need to help you have a successful event. This will be needed at least 1 month prior to your event               <ol style="list-style-type: none"> <li>1. <u>Agenda</u> Move In/ Setup, Event Begins Event Ends, Lunch Time – The more detailed the better</li> <li>2. <u>Set-up</u> Room (Theater, Classroom, Conference, Banquet) Podium, Speaker Table, Registration Table Exhibitors (booths or table tops)</li> <li>3. <u>Equipment</u> Audio Visual (In-house Patch, Screen, Speakers, Projectors, Microphone, Flips Charts)</li> <li>4. <u>Food &amp; Beverage</u> (Exclusive In-House Food and Beverage provided by <b>SAVOR</b>) Water Towers, Soda/Coffee breaks, All Food</li> <li>5. <u>Special Staffing Needs</u> (Your Event Coordinator will help you determine) EMT, Overnight Security, Ticket Takers</li> <li>6. <u>How Your Event is to be Listed on the Marquee, Elevator Signs</u></li> <li>7. <u>Parking</u> \$5.00 Per vehicle. Sign In, Tally, each attendees pays</li> <li>8. <u>Shipping</u> The Mobile Convention Center will accept shipments 1 week prior to the start of your event. The shipments need to be labeled as follows: Group or Company Name C/O Mobile Convention Center 1 South Water Street, Mobile, Alabama 36608 Hold For: (Your Name) Room Or Booth Number:</li> <li>9. <u>Signed Contract, Deposits and Insurance</u> Read page 3 of your contract to determine when your signed contract, deposits and insurance is due.</li> </ol> </li> </ul>	
Two Weeks Prior	Date Completed
<ul style="list-style-type: none"> <li>• Return signed Event Work Order, CAD (Room Diagram) and Estimate sent to you by your Event Coordinator</li> </ul>	
One Week Prior	Date Completed
<ul style="list-style-type: none"> <li>• Contact your event coordinator and <b>SAVOR</b> sales team member about any changes: Attendance Numbers, Additions to room setup, change in times</li> </ul>	