

Promoter Checklist



Event Name: _____

Move in Date: _____

Coordinator: _____

Coordinator Number: _____

Coordinator Email: _____

Event Location(s): _____

PAYMENTS

Security Deposit Due Date: Upon Signing Amount: _____

Rent Due Date: _____ Amount: _____

Estimated Equipment & Labor Due Date: _____ Amount: TBD

MARKETING

Complete and Send Event Listing Form Due Date: 3 Months Prior to Event

CATERING

Contact On-Site Food & Beverage Company
for Concessions and/or Catering Due Date: _____

Catering Manager

Paul Davis

925-426-5126

Paul.Davis@oakviewgroup.com

PARKING

Request Promoter and Parking Digital Tickets
(30 days before event) Due Date: _____

Distribute Digital Parking to Staff and Vendors
(2 weeks before event) Due Date: _____

Promoter Checklist



PLANNING

- Schedule a Final Planning Meeting with your Event Coordinator (45 days before event) Due Date: _____
- Floor Plan w/ Electrical Layout (30 days before event) Due Date: _____
- Contact Fire Marshall for Permit, if Required for Event Flammable Material in Building, Vehicles in Building, Tents and Membrane Structures, etc. Due Date: _____
- Review Admissions, Security and First Aid Requirements with your ACAFA Coordinator (45 days before event) Due Date: _____
- Outside Services- Identify and Provide Insurance Sound Engineer, Staging, Equipment, Attractions, etc. Due Date: _____
- Provide Insurance to ACAFA Coordinator Due Date: _____
- Provide Timeline of Events to ACAFA Coordinator (14 days before event) Due Date: _____
- Emergency Action Plan Due Date: _____