

# Promoter Checklist



Event Name: \_\_\_\_\_ Move in Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Coordinator Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

## PAYMENTS

- |  |               |                           |
|--|---------------|---------------------------|
| <input type="checkbox"/> Security Deposit            | Amount: _____ | Due Date: Upon Signing    |
| <input type="checkbox"/> Rent                        | Amount: _____ | Due Date: _____ (90 days) |
| <input type="checkbox"/> Estimated Equipment & Labor | Amount: TBD   | Due Date: _____ (30 days) |

## MARKETING

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Complete and Send Event Listing Form | Due Date: _____ (90 days) |
|---|---------------------------|

## CATERING

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> Contact On-Site Food & Beverage Company for Concessions and/or Catering | Due Date: Upon Signing |
|--|------------------------|

Catering Manager | 925-426-7660 | [events@alamedacountyfair.com](mailto:events@alamedacountyfair.com)

## PARKING

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Request Promoter & Parking Digital Tickets    | Due Date: _____ (30 days) |
| <input type="checkbox"/> Distribute Digital Parking to Staff & Vendors | Due Date: _____ (14 days) |

## PLANNING

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