

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 & 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

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"/> Determine if your Event requires a Fire Permit | 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"/> Provide Fire Permit to ACAFA Coordinator | 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) |