

EVENT PLANNING TIMELINE

Here's a brief overview of what to expect as we get closer to your event



Allow us to introduce you to our Team! (Event Manager/ F&B Rep)



Have you submitted your Plan of Operations requirements? [Click here for deadlines!](#)



It's so hard to say goodbye! We're striving for 5, let's review.



Has payment been sent and are we settled within 30 days?



License agreement complete – welcome to the GWCC family!



Helpful informative links are below for initial planning, but let's schedule a planning meeting.



It's finally showtime! Care to start off with a pre-event meeting to review final event details & F&B BEOs?



Check the mail, we've invoiced! Any billing questions?



We miss you! What dates can your Sales Manager put on hold for next time?



For additional resource event information, visit:

www.gwcca.org/plan-an-event