

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 Coordinator/ F&B Rep)



You're 60 and 30 days out, have you submitted your operation plan? 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 event resource information, visit:
www.gwcca.org/plan-an-event