



Meeting Planner Checklist

The GRB Meeting Planner Checklist is designed to assist you in your planning process. Your Convention Services Manager and the GRB in-house partners are here to assist you from pre-planning to load-out and everything in between. We're here to ensure the success of your event!

12 Months Out

- Place your Convention Services Manager, Catering Sales Manager and Technology/Utility Sales Manager on your mailing list.
- Submit your exhibit and registration floor plans.
This should be done prior to selling any booth space.
- Review contracts, rules & regulations, budget and payment policies of the George R. Brown (Houston First) and in-house exclusive partners.
- Submit Transportation Plan and request use of the Transit Centers.

9 Months Out

- Submit any revisions to your initial exhibit and registration floor plans.
- Provide information on any potential outside service suppliers, including, but not limited to:
 - Audio Visual / Production Company
 - DMC / Transportation Company
 - First Aid
 - General Service Contractor
 - Meeting Planning Consultants
 - Registration
 - Security
 - Staffing Company

6 Months Out

- Schedule a site visit or planning meeting with your Convention Services Manager.
- Request GRB exhibitor information from your Convention Service Manager and in-house Sales Managers.
- Discuss preliminary food and beverage needs with your Catering Sales Manager.
- Share any sustainability efforts and history with the GRB Sustainability Manager.
- Submit any revisions to your initial exhibit and registration floor plans.

