



## 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.

**3 Months Out**

- Submit your preliminary Event Specification Guide and set-up requirements.
- Submit your exhibitor service kit for review.
- Submit rigging plans for consideration to Freeman Audio Visual.
- Submit your telecommunications and utilities requests to your Smart City Sales Manager.
- Submit your Certificate of Insurance.
- Submit final payment to Houston First.  
*Must be received 60 days prior to first move in day.*
- Submit official URL and show name to be listed on GRBHouston.com Event Calendar.
- Submit sponsorship request for GRB designated sponsorship areas.
- Connect with the GRB Sustainability Manager to discuss best practices for reducing waste as well as donation and recycling ideas.

**1 Month Out**

- Submit final Event Specification Guide, banquet and event orders, diagrams, security and first aid schedules
- Submit your detailed Transportation Plan, including shuttle schedules.
- Submit any Fire Marshal permits to the City of Houston-Fire Department (i.e.: fire watch, vehicle display, cooking).
- Submit PowerPoints and logo for LCD monitors.

Notes:

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*All items should be submitted to your Convention Service Manager, unless otherwise noted.*

*The George R. Brown Convention Center is the exclusive in-booth cleaning contractor.  
No other cleaning services will be allowed on the exhibit floor.*

*Aramark is the exclusive provider of Food & Beverage at the GRB.*

*Smart City is the exclusive provider of IT & Utility Services at the GRB.*

*Freeman is not the exclusive audio-visual contractor for the GRB.  
However, they ARE the exclusive contractor for all rigging at the GRB.*