



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.

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:

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.*