

Suggested Time Line for Charles H. Kirbo Regional Center Events

Vanessa Arthur, Kirbo Center Director
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2 to 6 months prior to event

- Schedule meeting with Regional Center to discuss tentative needs and estimated timeframe of the event and to gather information.
- Assign point person to handle the event with the Regional Center. The point person should be able to take responsibility for financial arrangements, getting the contracts signed, be the event person in charge of physical arrangements ie: set up gridline for event; room temperature, lighting and sound levels at the time of the event, decision maker, if needed, at time of event etc.
- Send booking deposit to hold date firm, if desired.

6 weeks prior to event

- Contact Regional Center with contract information including the time of event and timeframe and building is required.
- Supply to Regional Center sign information for marquee.
- Inform Regional Center of your ticket information (cost, where obtained etc. if not being sold by the Regional Center.)

One Month prior to event

- Arrange for certificate of insurance to be sent to Regional Center offices.
- Damage deposit sent to Regional Center.
- Signed contract returned to Regional Center

2 weeks prior to event

- Setup for event supplied to Regional Center by email, paper or fax. **No phone calls accepted, no exceptions.**

1 week prior to event

- All event fees paid to Regional Center as invoiced.

2-3 days prior to event

- Phone Regional Center with any changes in setup needed or additional questions.