

CHERRY CREEK
EVENT CENTER

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INNOVATION CAMPUS

Cherry Creek Event Center

EVENT CHECKLIST

- ☐ Sign Contract
- ☐ Submit certificate of nonprofit status-due at contract signing (if applicable)
- ☐ Pay 25% non-refundable deposit-complete at contract signing
- ☐ Review Facility Policies and Procedures
- ☐ Review Safe Events informational sheet (included)
- ☐ Submit Certificate of Insurance-complete 30 days prior to event
- ☐ Submit and pay for all permits-complete 30 days prior to event, if applicable
- ☐ Schedule final walk through with event staff at 30 days prior to event
- ☐ Submit items for TV displays-complete 30 days prior to event
- ☐ Pay final balance-complete 30 days after the event concludes
- ☐ Complete facility survey- complete post event

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