

## PLANNER'S BUDGET PLANNING CHECKLIST

Additional AV Equipment	Event Security
AV Labour	General Labour
Electrical	First Aid Services
Insurance	Decor: florals, chair covers etc
On-site branding opportunities	Storage
Hard-wired Internet	Emergency Plan

## OFFICIAL/EXCLUSIVE SUPPLIERS AND PARTNERS

Service by Type	In House	Preferred	Exclusive
AV Labour	x		x
Catering (Cerise Fine Catering)	x		x
Cleaning	x		x
General Services Contractor (GES Canada)		x	
Parking	x		x
Internet/Telecommunications	x		x
Electrical /Utility Services (SHOWTECH)	x		x
Security (G4S)		x	
Hosted Coat Check (Cerise Fine Catering)	x		x
Beverages (Pepsi)			x
General Labour (506)			x