

PLANNERS CHECKLIST

A handy checklist to ensure you've considered everything for your budget that is exclusive of rent.

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

* AV Labour is an exclusive service through our Technical Production department for the unloading, rigging, operation and load-out of all AV equipment.

OFFICIAL/EXCLUSIVE SUPPLIERS & PARTNERS

| Service by Type | In House | Preferred | Exclusive |
|--|----------|-----------|-----------|
| AV Labour | X | | |
| Catering (Spectra by Comcast Spectacor) | X | | X |
| Cleaning | X | | |
| General Services Contractor (GES Canada) | | X | |
| Parking | X | | X |
| Security (G4S) | | X | |
| Internet/Telecommunications | X | | X |
| Utility Services (Showtech Power & Lighting) | | | X |