
Venue Checklist

EVENT NAME: _____

EVENT DATE: _____

6 MONTHS BEFORE YOUR EVENT _____

____ Submit preliminary vendors list to be reviewed by The Event Center.

____ Schedule a meeting with Event Center staff.

60 DAYS BEFORE YOUR EVENT _____

____ Pay balance due for Final Payment. If you are enrolled in automatic payment your card on file will be charged on the date above.

____ Send any event updates or changes to The Event Center staff (i.e. changes with time, guest count, décor, etc.).

____ Receive written approval for all rentals and temporary structures.

____ Have all vendor insurance documents submitted and approved.

30 DAYS BEFORE YOUR EVENT _____

____ Confirm event start & end times, including set-up time, suite(s) usage and any other details.

____ Submit finalized vendors list.

____ Receive approval for all vendors insurance.

2 WEEKS BEFORE YOUR EVENT _____

____ Send finalized Room Diagram.

____ Send itinerary (if available).

NOTE: We highly encourage you review The Event Center contract and to send a copy to your vendors. As a reminder, the renter is solely responsible for the actions of all guests and vendors on the day of your event. The City of Agoura Hills will not hold any vendors liable for damages or broken policies.