

MEETING PLANNER'S CHECKLIST

Check off each item below as you complete it:

- Submit signed contract and 100% non-refundable deposit as listed on contract fourteen (14) days after received
- Submit equipment and AV needs to your assigned Event Manager
- Contact LMU's on-campus caterer, Sodexo, for any catering for your event (310-338-1818)
- If applicable, submit a list of rental equipment and insurance from outside vendors to your assigned Event Manager
- Provided your assigned Event Manager with a certificate of insurance seven (7) business day prior to your event
- Submit payment for your estimated balance seven (7) business days prior to your event
- Final payment for the event is due 30 days from receipt of post event invoice

