



Event Planner Task Sheet

- Review our Venue Guidelines**
- Pull a COI**, listing the following as ‘additionally insured’: Horton Events, Horton Properties, Tin Cup Coffee, LLC, Smith Investment Group
- Book Security** – MUST be on site after 6pm or whenever alcohol service begins. Plan for security to stay 1hr after the event’s conclusion for cleanup
- Confirm arrival time for planner & any / all 3rd party vendors** the week prior to the event
- Finalize the event layout** & confirm it with venue
- Confirm w/ venue what items from the Inventory Suite you want to use**
- Financials**
 - **Due at Signing** - Pay Booking (50%) + Security deposit
 - **Due 30 days before event** - Pay Final amount (50%)
 - **Within 1wk after event** - Pay any incidentals that arose after final amount was paid
 - **Week following event** – Venue will refund \$500 Security deposit to the card on file, if venue was returned in the shape in which it was received