

# EMFG Venue Check List

## List of documents that must be done prior to your Event.

<input checked="" type="checkbox"/>	Booking form/payment turned in	Must turned into office within 5 business days to hold your date.
<input type="checkbox"/>	Signed Contract	Turned into Fairgrounds office 2 weeks Prior to your Event.
<input type="checkbox"/>	Event Insurance policy	On File Fairgrounds Office 2 weeks Prior to your Event.
<input type="checkbox"/>	Rental Check and Deposit Check	Turned into Fairgrounds office 2 weeks Prior to your Event
<input type="checkbox"/>	Damage/Cleaning requirement document signed	This can be done during walk through.
<input type="checkbox"/>	Walk through of Venue	Prior to your Event /After your Event.
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		