



Event Timeline

120-90 DAYS PRIOR TO ARRIVAL

- A. Credit application completed and returned for direct billing. (minimum \$20,000)
- B. Tentative schedule of function room requirements and food and beverage event
- C. Preliminary room block review, including staff rooms and current pick up
- D. Deposit due based on pending credit approval

60 DAYS PRIOR TO ARRIVAL

- A. Room block review reflecting the current pick up
- B. Certificate of Insurance due
- C. Catering Menu review

45 DAYS PRIOR TO ARRIVAL

- A. Room block review reflecting the current pick up
- B. Final detailed floor plans to scale for any function of 300 attendees or more must be submitted to the Clark County Fire Department

30 DAYS PRIOR TO ARRIVAL

- A. Firm and detailed schedule of function room requirements
- B. Cut-off date for room block
- C. Catering menus selected

15 DAYS PRIOR TO ARRIVAL

- A. All Banquet Event and Meeting Event Orders approved and signed

7 DAYS PRIOR TO ARRIVAL

- A. Food and Beverage guarantees due 72 business hours prior to each event
- B. Shipping of your conference materials and packages to the following address:

MGM Grand Conference Center	OR	MGM Grand
c/o Business Center		c/o Business Center
4701 Koval Lane		3799 Las Vegas Blvd., South
Las Vegas, NV 89109		Las Vegas, NV 89109

*Please note, the Business Center will gladly store conference materials and packages that arrive within five (5) days of your conference. For accuracy in shipping your materials, please ensure labels include:

GROUP NAME * RECIPIENT NAME * PROGRAM DATES