

THE CONFERENCE CENTER AT RIDGEGATE

Booking Checklist:

Thanks for confirming your event - here's a helpful checklist to keep us on track prior to event day!

15 Days Out:

- Fill out a Details Form**
 - We will send an email with a form link 15 days before your booking date
 - 10 days before we will send a reminder to fill this out

- Order Catering & Vendor Services**
 - [Preferred Vendor & Rentals List](#)

*Our venue does not allow self brought food. All food & beverage must be from an approved catering company or drop off service

- Do you need Lodging? Or have questions?**
 - [Preferred Hotel List](#)
 - [FAQs Document](#)

10 Days Out:

- Send us your Certificate of Insurance**
 - This information is found in section V of your signed contract and is required
 - [Certificate of Insurance \(COI\) Requirements - Business](#)
 - [Certificate of Insurance \(COI\) Requirements - Individual](#)

- Send us your final guest count & approve your floorplan**
 - After filling out your details form, our event coordinator will send a PDF of your room set-up. Please approve & send final guest count.

- Share our venue information with your attendees & vendors!**
 - [Directions & Contacts Document](#)

- Do you require event additions? We offer meeting supplies, water, & more!**
 - [Event Additions PDF](#)