

RODEO CHECK-OFF LIST

Host Hotel

Check-Off	Item	Comments
	Budget:	
	Hotel Contract:	
	Room Block:	
	Meeting Rooms - Th, Fr, Sa, Su:	
	Safety Deposit Box(s)	
	Contract Addendums:	
	Master Layout:	
	Tables & Chairs:	
	Dance Floor(s)	
	Staging:	
	Audio:	
	Lighting:	
	Video/Projection:	
	Other Electrical Needs:	
	Overflow Hotel:	
	Rate:	
	Reservations Number:	
	Hotel Vendors:	
	Food Needs:	
	Beverage Needs:	
	Hotel Setup:	
	Volunteer Needs:	
	Contestant Registration Set-up & BD:	
	Decorations - Budget:	
	Main Lobby:	
	Ballroom(s):	
	Stage(s):	
	Other:	
	Banners:	
	Bud Light:	
	Bacardi Silver:	
	American Airlines:	
	Other:	
	Other:	
	Signage:	
	Hotel Check-In:	
	Event Registration:	
	Dance/Entertainment:	
	Security:	
	Rooming List:	
	Maps:	
	Hotel Breakdown & Clean-Up:	