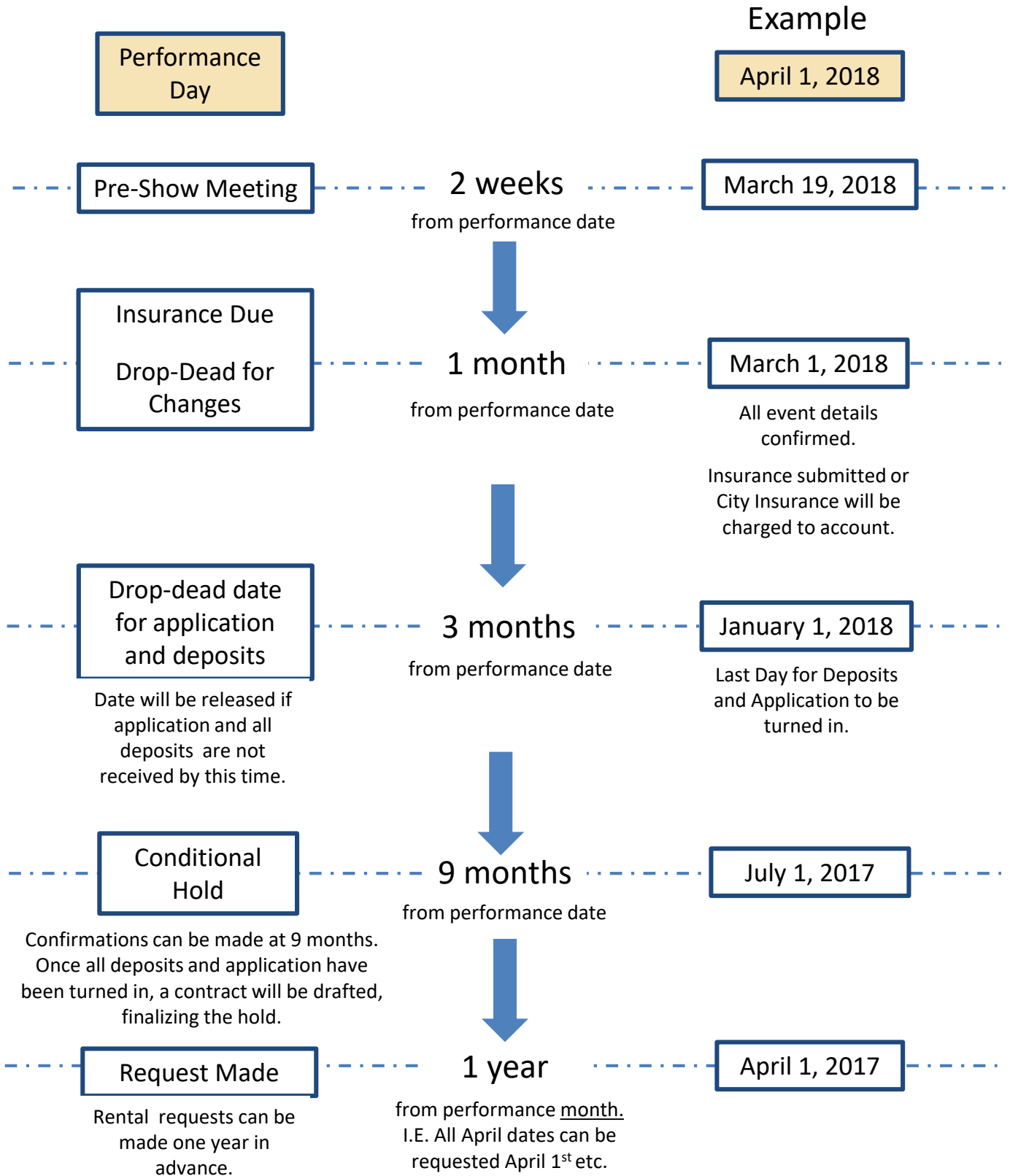




Submission Deadlines



Helpful reminders...

- A Conditional Hold can be finalized by turning in all deposits.
- Until all deposits have been received, the Client requesting the date has only a tentative hold on the date.
- Once all deposits and the application have been turned in, the contract process will begin.
- If by three months before an event, all deposits and applications have not been received, the date will be released.
- Once a signed contract has been received, the ticketing process will begin. It takes 2 weeks to have tickets ready for sale.
- If proof of insurance is not received 30 days prior to the event, City of Poway insurance will automatically be added to the Final Event Report.
- Changes that will not be allowed after the 30 day drop-dead:
 - Adding shows, receptions, meet and greets, additional activities, etc.
 - Changing times (load-in, load-out, show length, intermission, start/end times) more than 30 minutes.