

Embarcadero Center Event Planning Checklist

Please fill out the following form at least **48 hours in advance** of your event and email it back to the Management Office at ECPM@bostonproperties.com

Event Date: _____

Event Title: _____

Event Contact: _____ Contact Phone Number: _____

Company Name: _____

Building: _____

Event Floor(s) _____

Time: **Start** **End**

Number of Guests Expected: _____

Engineering	Management Use Only:
Extended HVAC Service: Start End	Service Request No.:
*Full HVAC _____	_____
*Fans Only HVAC _____	_____
Extended Lighting: Start End	_____
_____	_____
*additional charges may apply	

Janitorial	
Restroom Clean/Stock: Scheduled time: _____	_____
Delay janitorial services: Scheduled time: _____	_____
Extra trash pick up: Scheduled time: _____	_____
*Interior glass cleaning: Scheduled time: _____	_____
*Carpet cleaning: Scheduled time: _____	_____
*additional charges may apply	

Management/Security	
Guest list to be attached: yes no	
Who will the greeter for the event be? _____ <i>A greeter in the lobby is required for parties of 75 or more.</i>	
Elevator Reservation Needed? yes no	Elevator Reservation No.:
<i>Reservation Required:</i> Date: _____	_____
<i>Monday - Friday: after 6:00 PM - 7:00 AM</i> Times: Start End	
<i>Saturday & Sunday: All Day</i> _____	
Event caterers/ vendors: Name(s): _____	

Certificate of Insurance for caterer/outside vendor (recommended) yes no	
<i>(Reminder: The certificate holder should be listed as your company's name, since the "work" is being initiated by your company)</i>	

Authorized Signature for Billable Services:	
Signature: _____	
Print: _____	
Date Submitted: _____	



If you have any questions or concerns, please contact the Management Office at 415-772-0550.