Deadlines for providing files for an event

If you request event management services, an event production manager can upload your event content and other files for you. (You can also sign in to your account and upload files to the event on the Event Content tab.)

Important: To ensure your files are available and processed in time for the event, provide them on a business day (Monday to Friday). If your event is on a Monday, you must provide the event content to be uploaded on or before the previous Friday.

The following table lists the files that event production managers can upload for you and when you must provide them. If you're uploading event content yourself, you can also use this table as a guideline.

Type of file	Deadline before the event
Email security list updates	1 business day
Downloadable event resources	1 business day
Headshots	1 business day
Overlay videos	2 business days
PowerPoint presentations	4 hours
Registration upload list	1 business day

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