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| **EVENT TITLE** | **VENUE LOCATION**  Venue name:  Venue address:  Venue contact:  Venue website:  Venue contact name, email, and phone number: |
| **DATE AND TIME** | **NUMBER OF GUESTS** |
| **GOALS & OBJECTIVES** | **THEME** |
| **VENDORS CONTACT INFO** | |
| **INVITATION** | |
| **CATERING** | **BEVERAGES** |
| **ROOM LAYOUT & DECORATIONS** | |
| **PROGRAM** | |
| **ENTERTAINMENT/MUSIC** | |
| **NOTES / DON’T FORGET** | |

**PLANNING TO DOs**

* Determine event goals and objectives.
* Develop a theme.
* Select date.
* Set a budget.
* Identify planning group.
* Choose a caterer and venue.
* Conduct venue site visit.
* Draft invitation.
* Create an invitee list.
* Create invitation communication timeline. (Send a save the date, invitation, invitation reminder, and confirmation/day-of/before reminder.)
* Finalize invitation.
* Create day-of timeline. Share with venue and vendors.
* Determine AV, entertainment, floral, décor and gifts/favors. Secure vendors early.
* Identify and confirm welcome speaker.
* Plan menu (food and beverage).
* Confirm food, beverage, room set up with venue and vendors.
* Finalize guest count with venue and vendors.
* Make a checklist of items to bring to the event.
* Hire/deputize people to help with set up, check-in/registration.

**HOSTS/PLANNING GROUP LIST**

Name, Email address, phone number

Name, Email address, phone number

Name, Email address, phone number

Name, Email address, phone number

**VENDOR LIST**

Venue - Name, Email address, phone number

Caterer - Name, Email address, phone number

Alcoholic Beverages – Name, Email address, phone number

Décor - Name, Email address, phone number

Florist - Name, Email address, phone number

Rentals - Name, Email address, phone number

AV - Name, Email address, phone number

Entertainment - Name, Email address, phone number

DJ - Name, Email address, phone number

Event Staff - Name, Email address, phone number

**DAY BEFORE TO DOs**

* Confirm details with venue and vendors.
* Send detailed run of show reminder to planning group and related vendors.
* Confirm people to help set up.
* Schedule group to arrive 1-3 hours early to set up.
* Print nametags.
* Assemble and set up guests’ gifts and party favors.
* Send reminder to guests with key details including parking information.
* Arrange food and beverage for team setting up.
* If you get a panicky feeling that you won’t have enough food, don’t worry. It’s normal. On the off chance that you do run out of food, just be prepared now to be ok with that unlikely reality.
* Other TBD prep tasks.

**DAY OF CHECKLIST**

* Be flexible. There are often last-minute things that come up.
* Identify any VIPs to vendors.
* Eat something before the event starts. You might not get a chance to during the event.
* Make sure everything is setup and ready to go at least 30 minutes before the start-time.
* Make sure trash cans are emptied and placed throughout the event space.
* Check to make sure bathrooms are clean.
* Add additional items as needed.

**DAY OF TIMELINE**

X:XXpm - Setup up for event

X:XXpm - Caterer arrives to set up

X:XXpm - Vendors arrive to set up

X:XXpm - Set out gifts/favors

X:XXpm - Guests arrive (Try to be ready at least 15-20 minutes before the official start-time.)

X:XXpm - Food & beverage service starts

X:XXpm - Welcome remarks (Keep welcome short and sweet and early in the event timeline.)

X:XXpm - Event concludes

X:XXpm - Breakdown and clean up

X:XXpm - Vendors arrive to pick up equipment

X:XXpm – Time Everyone Needs to Be Out of the Venue

**HAPPY PLANNING!**

**-Your Friends at Menu Maker Catering & Events**