

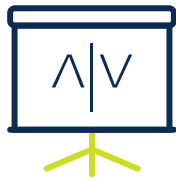
Planning an Event

STEP 1 Select Your Venue



Pick an appropriate size

TIP Not only will you need to know the guest count, but also think about the number of vendors and how much space they will need to set up.



Review venue's A/V capabilities

TIP If you're planning an outdoor event, make sure you budget for generators to power lights, music, heat, etc. If your venue doesn't have a stage, consider renting one.



Think about A/V from the beginning

TIP Don't put A/V planning off until the end of the process. Putting it off could increase costs and difficulty. Think: Does the venue have a stage? Where will the technician setup? Where are the outlets?

STEP 2 Plan



Create event schedule

TIP Make sure that all vendors and necessary parties have a copy of the event schedule for reference.



Coordinate with all vendors

TIP Create a plan for the setup and teardown for the DJ, band, catering, A/V, etc. Coordinate schedules, entrances, and space designations with everyone involved.



Choose a point person

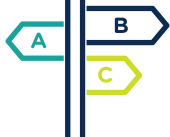
TIP If you don't have an event planner, pick one specific person to be in charge and act as a liaison for vendors.

STEP 3 Work Your Plan



Make room for "gotchas"

TIP "Gotchas" are adjustments that may need executed during the event. Think: What if it rains? What entrances do we have access to? Etc.



Always have a backup plan

TIP Avoid the stress of last minute changes and disasters with a backup plan. Want to be super prepared? Have a backup plan for your backup plan!



Review performance and improve for next event

TIP Consider sending out attendee surveys. Was your event a success? Great! Did a few things go wrong? That's okay! How can you improve for the next event?