

EVENT PLANNING GUIDE/CHECKLIST

OVERALL

- ✓ Determine concept/theme for event
- ✓ Designate a coordinator
- ✓ Create committees to share in the work of planning and implementing the event.
Suggested committees include:
 - Publicity
 - Food
 - Setup
 - Entertainment and activities
 - Cleanup
- ✓ Evaluate goals and expected outcomes
- ✓ Determine rules and regulations for event in the accordance with the appropriate city and state rules and regulations
- ✓ Collect appropriate permits
- ✓ Designate a day and time
- ✓ Anticipate attendance – does the space have room for activities and participants?
- ✓ Secure site
- ✓ Check for potential conflicts with other events
- ✓ Confirm date with key participants
- ✓ Set rain date if applicable
- ✓ Anticipate alternate location, set-up and transportation
- ✓ Put everything in writing: contracts, booth agreements, supplier agreements, etc.

FINANCE CHECK LIST

- ✓ Identify resources and develop budget
- ✓ Inventory equipment needs
- ✓ Determine sponsorship opportunities
- ✓ Identify in-kind services
- ✓ Arrange payment and billing procedures
- ✓ Determine event insurance needs

LOGISTICS

- ✓ Site plan
- ✓ Accessibility plan
- ✓ Portable restroom facilities (150 guests per portable unit)
- ✓ Parking and transportation plan
 - Public
 - Vendors
 - VIP
 - Staff / volunteers
 - Valet
 - Performers
 - Bicycle
 - Other
- ✓ Determine needs
 - Rental equipment:

Event Planning Guide

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Event Planning Guide:

Event Management Planning Guide Dayle Pullara,2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

Event Planning Michele Chapman,2017-03-24 Event Planning The Complete Beginners Guide To Planning And Managing Successful Events Hosting large events including trade shows conferences and parties require proper designing planning and organizing skills however you don t have to be an event planning guru to understand what it takes to organize an incredible event that stick to the memories of invitees for a very long time to come There are step by step guide that each and every event planner must stick to in order to run events and even go further by increasing sponsorships in future events all of these steps will be covered in this piece of understandable and easy to read book Budget constraint is just one of the issues most beginner event planners often think about when an event is upcoming other issues such as choosing dates taking care of the needs of guests and reserving spaces may be easily ignored This book has been written to help you handle all components or aspects of event planning without must stress and hassles Here is a preview of what you ll learn Basic event planning needs and steps registering an event event regulations and rules outfitting appropriately for the meeting space Arranging audio visual needs for the event venue making the event venue safe and accessible Advertising your events for free and making use of the event planning checklist

The Event Planning Toolkit Linda Joyce Jones,2020-11-12 The Event Planning Toolkit will help you rise to the occasion to plan and execute extraordinary meetings and events by getting organized reducing time wasting mistakes and inspiring creativity The Event Planning Toolkit provides the information you need to prepare and execute each aspect of your event with precision and enjoy the big day with less stress and fewer unpleasant surprises It provides the assistance you need to make your event a real hit Many people find the thought of planning an event to be an intimidating prospect They think they re not organized enough or they don t have the experience required to pull it off But whatever the occasion the path to success is straightforward it s a matter of thinking through the details and using a proven strategy to create an action plan and execute that plan on time and on budget In this book you will not only learn how to manage your scope time and resources but also identify goals create a budget find the right venue assemble an effective team and much more Use The Event Planning Toolkit to uncover some juicy nuggets of information that you can apply to your next event and give you the courage and confidence take on any new project or assignment that comes your way

The Complete Idiot's Guide to Meeting and Event Planning Robin E. Craven,Lynn Johnson Golabowski,2006 A revised handbook on how to plan a meeting or conference addresses site selection

contract negotiation publicity entertainment scheduling setting up and breaking down event logistics menus A V requirements budgeting and expenses and emergencies Original **Event Planning Guideline** Aretha Burriesci,2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success **Event Planning Guide** Harold Dorne,2021-05-10 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are several components you should start to consider early on to make the process as stress free as possible This book is a valuable and insightful guide for event planners whether you re a well seasoned veteran just starting or anywhere in between The experts interviewed share case studies advice and lessons learned through decades of success Event planning is all about making it memorable The secrets in this book make it easy *Event Planning* Rachel Johnston,2019-10-07 Whether you re a veteran newbie or accidental event planner you ll learn fresh strategies to smartly select speakers manage logistics set a content road map as well as plan and execute rave worthy events of all types Inspired by decades of delivering everything from large scale corporate events to multiple TEDx gatherings this fun practical book will transform how you plan your next event no matter how large or small Before planning an event there is much that must be done behind the scenes to make the event successful Before any thought is even given to timing or location of the event before the menus are selected and the decor designed there are proposals to be written fees and contracts to be negotiated and safety issues to be considered This book takes you behind the scenes of event planning and explains every aspect of organizing and strategic planning This book will be of value to both the professional event planner and to clients who are dealing with planners GET YOUR COPY OF THE BOOK NOW **Event Planning Guide: Tips and Strategies to Help You Organize Your Event from Beginning to End** Ruthie Jedik,2021-09 Drag out the sticky notes highlighters and note pads and prepare to be immersed in a comprehensive crash course on event planning as the author holds your hand and takes you step by step through the dynamics necessary to plan successful events of any size or type Written in an easy to read format with a cutting edge approach every one of its 283 pages contains tips and suggestions that will lead you on the path to success Whether you are a newbie or seasoned veteran you re sure to use this book as a resource guide time after time for yourself and your organizing committees This book would be good for those planning events but also those involved with assisting and promoting events including chambers of commerce convention and visitors bureaus and PR agencies This essential handbook walks you through each step of running a successful event in a logical

progression Discover how to find your organizing committee and on site volunteers Explore event themes for music food wine beer books film and air shows Find out what sponsors need and want and how budgets money handling and online ticket sales work Master the key components of marketing a festival and social media and publicity strategies to use before during and after your event Learn the steps to book talent headliners artists speakers musicians pilots performers winemakers authors chefs entertainers and brewmasters Review revenue generating options and what s needed to sell food drinks and merchandise

The Ultimate Event Planning Guide Ramona Scavo,2021-05-10 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are several components you should start to consider early on to make the process as stress free as possible This book is a valuable and insightful guide for event planners whether you re a well seasoned veteran just starting or anywhere in between The experts interviewed share case studies advice and lessons learned through decades of success Event planning is all about making it memorable The secrets in this book make it easy

The Ultimate Event Planning Guide Frank Plumadore,2021-05-10 Looking for a new career that has you working with people meeting clients vendors and using your creativity How to start a career in event planning depends on you To get hired you ll need a social personality know how to listen and how to relate to and understand people and their vision for their event In this book the author will show you how to mastermind and oversee the perfect event from invitations to choosing the right location from food and beverages to the subtle hints that make a party great But more than that This book is also a career manual for anyone desirous of becoming a great event planner Whether you re planning a single event personal or business at home or in a fantastic hotel or a life s work as an event planner this book will give you the guidance you need

How To Plan An Event Chaya Touchette,2021-05-10 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are several components you should start to consider early on to make the process as stress free as possible This book is a valuable and insightful guide for event planners whether you re a well seasoned veteran just starting or anywhere in between The experts interviewed share case studies advice and lessons learned through decades of success Event planning is all about making it memorable The secrets in this book make it easy

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Jackson,2011 Family engineering an activity event planning guide is full of fun hands on activities and event planning resources to actively engage parents and children in exploring the exciting world of engineering together Event Planning Guide Template: Tips, Ideas and Tools for Event Planning Melodi Cervený,2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success The Complete Guide to Successful Event Planning Shannon Kilkenny,2011 Book CD ROM This is the most thorough concise and easy to follow event planning book available From the initial concept of the event to ongoing management this book provides techniques to increase your chances of

success and systems to avoid many common mistakes It shows you dozens of ways to save time and money and introduces you to every facet of the planning process This ultimate guidebook equips readers with new ideas support and creative problem solving skills The chapters follow the dynamics of the actual event planning process and are supported by extensive checklists and timelines As readers undertake the complexities of daily responsibilities and tasks the guide inspires efficiency and confidence and makes it possible to stay on track This revised 2nd edition includes information on timely practices such as planning environmentally friendly parties using technology applications and gadgets to orchestrate a modern event and generating enthusiasm for your events using social media and social networking The companion CD ROM included with the book contains helpful checklists worksheets and contracts and agreements to help you co ordinate an organised event On the CD ROM you will find sample speaker agreements timelines for planning your event status reports budget sheets site selection checklists and much more

How To Start Event Planning Business ARX Reads, Are you daydreaming right now from your cube or home office about the notion of starting an event planning business Perhaps you ve been working in the events and meetings industry for several years and think that now is a good time to figure out how to work for yourself Or maybe you ve helped organize a few events in the past and feel that this could be your life s passion These are all good reasons to pursue this profession But anyone who contemplates the fantasy of starting their own event planning business must follow some important steps before you even beginning to talk to clients

The Complete Idiot's Guide to Meeting & Event Planning, 2E Lynn Johnson Golabowski, Robin E. Craven, 2006-03-07 You re no idiot of course You know you can t throw a corporate function together overnight especially if you want to impress clients shareholders and upper management Whether you re prepared to tackle the task yourself or you re considering hiring a professional you want your event to be a stellar occasion to remember The Complete Idiot s Guide to Meeting and Event Planning Second Edition will show you how to organize any company gathering on time and on budget whether you re hosting 10 or 10 000 In this revised and updated Complete Idiot s Guide you get Up to date information on planning and budgeting software phone and data lines audio and video and satellite bookings Expanded coverage on international conferences via remote abroad or by international components Ideas for smoothly dealing with last minute glitches and crises

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