



You have set your budget for your event. The below list will help you get started on your additional planning needs as well as give you a great way to keep track of all your vendors for your event. Keep in mind this is a generic guide for all events and we have a more detailed guide for weddings.

- Set your date for your event
- Determine the size of your event. Make sure you include guests and special people. (speakers, presenters, bridal party)
- Do you need an event timeline? This is a good time to start creating an initial one for your event. This way you can let the venue know what time you need to be there and how long you need the venue.
- Look for a location that will accommodate your event size, date/times and your budget. Ask the below questions. See page 2 for Vendor lists
 - Is there ample parking
 - Are there rooms for break out sessions?
 - Is there a staging area (for your Speaker, Brides Room, Presenters or extra material storage)
 - What does the site do for you? Is it self serve venue or do they set up tables and chairs?
 - Is there a kitchen? Do they have a preferred cater? Can you bring in your own food/desserts?
- Visit the site and start making a diagram of your event set up. What additional items will you need?
 - Podium?
 - Table and chairs set up in a specific design?
 - Linens and chair covers? Centerpieces?
 - AV Equipment?
- Now you have a location and date you can start looking at invitations. Will you send them online, postcards, traditional invitations via mail?
- Decorations – What do you need? Have you set your colors? Will you need centerpieces? If it's a business meeting do you have/need signs to direct your guests to their rooms, need pens and pads for each meeting room?
- Catering – When is the event? Will you need a sit down meal, buffet or appetizers? Do you need a dessert options? Will you be doing a coffee service? Will you have a cash bar? Will you create a custom drink?
- Once you have your venue, date and time booked you can start looking at additional vendors. See page two for an easy way to keep track of them.
 - Will you need a DJ or band?
 - Will you need a photographer or videographer?
 - Will you need a florist?
- Do you need gifts for presents or your guests? Swag bags with information from presenters and sponsors? Collect things that are useful to your guests or come up with a Party Favor that represents you the Host of the event.
- Finally you have read through the planning guide list. Please keep in mind this is a very Basic list to help you get started. There are many more details that will need to be taken care of. Would you like to have someone take the stress out of the planning? Contact us now and we can help you out.


Events by Lisa Marie

Vendor List

	Contact Name	Contract Date Signed	Amount Due	Payment date/Check#
Venue	_____	_____	_____	_____
Catering	_____	_____	_____	_____
Florist	_____	_____	_____	_____
DJ/Band	_____	_____	_____	_____
Photo/Video	_____	_____	_____	_____
Invitations	_____	_____	_____	_____
Minister/Judge	_____	_____	_____	_____
Speaker	_____	_____	_____	_____
Party Favors	_____	_____	_____	_____
Decorations	_____	_____	_____	_____
Event Planner	_____	_____	_____	_____