

Event check list

Please use our event check list to explore all the possibilities that go into making an event a success.

This is a great place to start exploring ideas and creating a to do list for just about any function.

Event Name

Date of event

Duration of event

Times from

To

End of event

Proposed Location (eg in Ballroom / outdoor park / family home)

Proposed number of guests invited

Adults

Students

Corporate

Children

Suppliers

The occasion and the objective of the event (eg Birthday / corporate event / Party)

Budget

Even the simplest of functions need to be funded. Work out how much you have allocated to your event and then make sure you have some funds on reserve as well.

Most professional people involved will need a deposit at agreement and then progress payments leading up to the event. Find out everyone's terms and conditions before agreeing to do business with them.

Invitations and choosing the best date for the event

Have you checked to see if your date may be affected by outside influences that may or may not be in your control? For example, a public holiday or the probability of cold weather or a heat wave. Consider that there will be consequences on the success of the event depending on these influences

Menu and style of food service (eg sit down meal, cocktail, buffet & grazing etc)

Food

Dietary requirements – allergies and must haves and must not haves

Cake

Drinks

Décor

Candy buffet
Photo booth

Entertainment

www.firenzereception.com.au

Special effects – from lighting or popping cannons – garden lighting

Guest lists

Who will sit with who

Do families and friends need to be in an area or seated away from one another

Place cards

Gifts and bombionieri

Running sheet

Speeches

Special Presentations

Announcements

Permit and sound permits

Security and or ushers

Toilets and amenities /Bridal room

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Storage for before , during and after the event

Access for delivery of items required for event

Access to the event and Parking

End of night

Cleaning & dismantling services

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Presents

Joy factor

What are you going to do to ensure that the event is a success and that you are getting everything out of the event that you hoped for

Cross check everyone involved is going to fulfil their commitments

Ensure the budget is abundant

Check the guest list

Is the band going to play appropriate music

Is the menu reflecting the demographic of your guests and participants?

For example, hot chilli at a kids party may not be suitable for most children

Brain storm and cover all elements that will go into making your event a reality. Normally, we tell people to follow their intuition. If intuition is leading you to an idea, we highly recommend that you explore the opportunity.

Notes

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