

TOP 10 TIPS for planning your first event

Don't get flustered by the details. Plan amazing events with these TOP 10 TIPS.



SET THE DATE: Decide the season, narrow it down to a weekday or weekend, and then search for other events that same day that may conflict or potentially have your guests attend another event.



BUDGET: Decide on the amount of money you want to spend. It's key to think about where the money to host this event will come from, how many guests you plan to invite, and are you seeking profit.



CHOOSING A VENUE: Its very important to actually go out and visit at least 3 of your top venue choices. Get a feel for the space. Look at the entranceway. Check the bathrooms. Is it easily accessible?



INVITES & ITINERARIES: Keep track of guests' names as you go, so you don't forget anyone. Secondly, create an agenda from the beginning, because you will alter it throughout the planning process.



FOOD & DRINK: Choose food options that will stretch through many guests, and last, do you need courses, or does buffet serve your guests best.



THEME & DÉCOR: Minimal is best when it comes to décor. Keep to 2 or 3 colours only, with white venue linens, you will not only help save money but will keep the overall feeling mild and pleasing to your guest's eye.



MUSIC & ENTERTAINMENT: Again, think of how your guests will feel, and what you need the music for. Light background music is great for passing time while presenters walk up on stage but may not work when someone is speaking.



TRANSPORTATION: It's very important to think about the accessibility of the venue (inside and out). Parking is key for those who drive themselves, however, make sure you know where the closest transit stop is.



COMMUNICATIONS: Determine if your event is private, or open to public. This will help with communications. If private, communicate with guests regularly via email, if public, social media is a great outlet to keep guests up to date.



ON THE NIGHT: Try and enjoy yourself. Thank everyone: guests, venue staff, photographers, your family. But most importantly, thank yourself. Events are involved.