

**PRE-PLANNING**

- Is Event Primarily Business or Social
- Number, Type of Events
- Projected Versus Actual Budgets
- Projected Versus Actual Attendance
- Size and Setups of Room
- Menus, Including Special Dietary or Religious Restrictions
- Guarantee, Deposit Figures

**TO INCLUDE ON A WORKING BUDGET**

- Venue Rental Fees
- Food Costs
- Bar Service
- Gratuities/Service Charges
- Entertainment Fees
- Decorations
- Type of Event (Served, Buffet, China, Disposables)

**SCHEDULE FOR EACH FUNCTION**

- Are Musicians, Entertainers, Emcee, Ushers Needed?
- Will Timing Conflict or Overlap with Other Events at the Facility?
- Is Time Allowed for Movement of Attendees?
- What is the Expected Attendance?
- Who Will Handle Responsibilities?

**DETERMINING CATERING COSTS**

- Menus – Standard Or Customized
- China v. Disposables
- Linen – Standard or Specialty
- Delivery Schedule – Set-Up and Food

**SPECIAL SERVICES**

- Biodegradable Disposables
- Elevators/Escalators
- Checkrooms
- Transportation
- Traffic Control
- Garage, Valet Parking Service
- Telephone, Message Service
- Security

**CONTRACT FOR ANY ADDITIONAL SERVICES**

- Audiovisual
- Photographer, Videographer
- Entertainment
- Lighting
- Security Guard

- Transportation
- Media Coverage
- Souvenir Supplier

**DETERMINING COST**

- Decide How You Want to be Charged
- Set Cut-Off Date
- Determine Incremental Increase in Price for Latecomers if Any
- Negotiate Beverages Prices
- Determine Minimum Number of Servers and Bartenders for Each Function, and Charges for Them (One Per 50 Guests)
- Clarify Basis for Federal, State and Local Tax Charges
- Inquire About Any Other Surcharges: Ice, Corkage, Set-Ups, Minimum Labor Fees for Small Groups
- Plan Menus Accordingly
- Specify All Agreements in Contract
- Sign Contract

**VENUES**

- Inspect Possible Sites for Sufficient Space
- Adequate Electrical Outlets, Voltage Capabilities
- Proper Acoustics, Lighting
- Columns, Other Obstructions
- Accessibility of Exits, Restrooms, Dressing Rooms, Telephones
- ADA Compliance
- Room Setups
- Work With a Scaled Diagram and Consider Type of Activities, Purpose, Desired Atmosphere
- Expected Attendance
- Number, Dimensions of Tables
- Type of Food Service (Served v. Buffet)
- Best Table Placement
- Décor, Entertainment

**LOCATION AND DIMENSIONS**

- Stage
- Platform
- Dance Floor
- Proscenium Height
- Runways
- Ramps
- Risers
- Access Aisles
- Floor Covering

**POSSIBLE ITEMS FOR HEAD TABLES**

- Additional Two Feet for Lectern
- Special Chairs
- Place Cards
- Special Services, Decorations, Beverages, Gifts
- Spouse, Guest Seating
- Decorations
- Meeting Theme
- Centerpieces
- Décor, Props

**PRE-EVENT ARRANGEMENT**

- Staff Assignments
- Ticket Collectors, Cashiers, Ushers, Escorts for Special Guests
- Coordinate Attendance
- Make and/or Distribute Posters, Signage, Seating Lists, Place Cards, Menus, Programs, Gifts
- Attend to Entertainers' Needs
- Instruct Staff and Attendees on Seating Procedures
- Inform Attendees of Location Changes
- Assignments at Alternate Locations
- Handling Admission, Tickets, Cash
- Special Meal Requests (Vegetarian, Vegan, Kosher, Allergies, etc.)

**IN PROGRESS**

- Check Periodically That All Instructions Are Being Carried Out
- Room Set-Ups
- Ticket Sales
- Cocktails
- When Doors Open
- Seating of Head-Table Guests
- Special Opening Ceremonies
- Food Service
- Tables Cleared
- Speakers
- Music, Entertainment, Dancing

**POST-FUNCTION**

- Distribute Tips (if Gratuity Not Included on Catering Bill or if Service Warrants Additional)
- Arrange for Cleanup, Including Picking Up Extra Materials
- Supervise Inventory, Return of Unused Beverages, Mixes, Food
- Review Billing, Accounting
- Schedule Post-Event Meeting