



corporate events
weddings
parties
all sizes

Timeline: How to plan an Event

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When trying to throw an event, there are several steps that need to be followed. Although each event is different, there are set processes that need to be done. The following outline is designed to help guide your way through creating an event. Keep in mind that not all things listed below will be applicable to each and every one of your events.

Things To Do ASAP

A. Make a Decision

1. What type of event are you throwing?
2. What date is the event?
3. How many people will attend the event?
4. Do you want buffet, appetizers, sit down, etc?
5. Do you want a full bar, beer & wine, etc?
6. Do you want an indoor or outdoor party?
7. Do you need tables, chairs, linens, plates, silver wear, napkins, etc?
If so, how many will we need?
8. What is your budget?
9. What theme if any do you want?
10. Do you need a florists, event planner, caterer, venue, etc?
11. What is you vision for the event?
12. Where is the event going to be?

B. Set up Meetings

1. Meet with Event Planner

- i. Get their ideas on how they can help your event be exactly what you want it to be
2. Meet with Venue
 - i. Book a venue
 - ii. See what they provide (do they have tables, chairs, centerpieces)
3. Meet with Caterer
 - i. Look at their sample menus to help guide you to the ideal food
 - ii. Ask if they provide things such as linens, plates, silver wear, etc.
4. Meet with Florists

** Before looking at invitations you should have decided the following: Who is your event planner, What venue will you be using, what caterer/restaurant will provide the food and who the florists will be (if needed).

C. Invitations

1. Pick out the invitations
2. Decide who will be responsible for RSVPs
3. Choose a RSVP date
4. Have them printed
5. Get address list for invitations

D. Reserve Rentals

1. If you have any type of rentals that you will need go ahead and price them out and reserve them. ** Check with your venue, caterer, and event planner first, they may have the items you need that could be easily added to their packages.

- i. **REMEMBER** – ask what kind of condition the things you are renting are in, you would be surprised how some renters deliver their things
- ii. Ask about the delivery price; is it included in the quoted price or is it an extra charge?

E. Grounds Projects

1. If you are doing the event at your home, or someone else's home and there are ground projects (i.e. painting, landscaping, etc) go ahead and begin and finish those projects.

3-4 Weeks Out from Time of Event

A. Meetings/Conversations

1. Meet with Caterer
 - a) Decide the menu
2. Meet with Event Planner
 - a) Begin to get decoration ideas set
 - b) Make a list of decorations that you need to get
 - c) Get conceptual idea of party set (meaning have themes decided on, whether you want linens or plastic, color schemes, etc)
3. Meet with Venue
 - a) Talk to them about your plans for the event; make sure that what you see for your event can actually be done at the venue you have chosen.
4. Meet with Florist
 - a) Make sure color scheme is followed and general theme is followed

B. Invitations

1. Mail out Invitations

C. Create a Checklist

1. All Decorations
 - a) a list for those you are providing
 - b) a list for those the event planner, caterer, florists, venue, etc are providing
2. Food on menu (basic, caterer will have the detailed one)
3. Table Settings that are needed
4. Rentals (all things that are being rented)

2 Weeks Out from Time of Event

A. Rentals

1. Call rental company and confirm that all rentals will be available and the date of delivery is correct

B. Decorations

1. Finish getting decorations together

C. Layout

1. Finalize where tables and seating will be located
2. Finalize where food tables will be located
3. Finalize where the bar will be located
4. Notify the caterer, event planner, florists, and venue of the layout of your event.

1 Week Out from Time of Event

A. Double Check

1. Contact venue, florists, caterer, and event planner and make sure all of you are on the same page for decorations, set up, layout and all other details.
2. Let the people you hired do their jobs.

1 Day Out from Time of Event

A. Rentals

1. Have checklist of rentals ready for delivery
2. Have rentals delivered in the morning so plenty of time to fix a mistake

B. Set up

1. Set up tent (if applicable)
2. Set up tables, chairs, linens
3. Decide exactly where everything is going to go for the event.

Day of Event

A. Decorate (If hired an event planner, this is their job)

1. Set up lighting (rental people may help with that)
2. Put out linens
3. Put out centerpieces
4. Set up bars
5. Set up food
6. Do all final touches