

The Basics

Event Planning



First Things First

- What is your overall budget?
- How many guests would you like to invite?
- When do you want to host this event?
- Do you have a certain vibe or theme in mind?

What are some factors that might affect these decisions?

Who is contributing financially to this event? Keep in mind that often when money is involved, anyone contributing may want to be included in any decisions that you make.

Guest count is important when choosing a venue and that is ultimately where you need to start. Consider your best case scenario and worst case. Will your venue be able to host your highest amount of guests without being too cramped? Will your least amount of guests still fill in the space without feeling empty?

Time of year or day of the week can affect the pricing for venues and vendors. Consider holidays, festivals in the area, potential weather, or even proximity of your guests to the venue. All of these things can change how well your event is attended. Considering an off season or weekday, can make a dream venue/vendor become more manageable for your budget.

When searching for a venue be sure that you can not only see your vision come to life in the space, but that the venue has the types of tables and/or chairs that are needed for your setup. Consider the length of the event and if

you will need the proximity of overnight accommodations or at the very least, transportation.

When it comes to planning, start with 3 things that are most important to you. For instance, its important that you have a specific date, have a specific venue, be able to host all your family, get a vendor that you really want. Start with your most important item and cross reference dates available before putting any deposits down.

Tips

Think out of the box! Events can be hosted just about anywhere with the right vendors. Ask for recommendations from people you know, or the venue you book!