

# 8 Steps to Planning Your Event

## 1. Create an Outcome

As simple as it seems decide the exact atmosphere you are working towards for your event. What do you want your guests to hear, feel, smell and touch? Note down some memorable events you have attended and what made them special. Set yourself goals and ideas and work through them as you go.

## 2. Choose + Book a Venue

- Consider the area, how far is it from the majority of your guest's residence?
- Find a venue that includes tables and chairs in their venue hire if required.
- Ask your venue for extended time or next day clean up, usually they will accommodate.
- If you are holding an outdoor event always have a backup venue for wet weather (such as a private residence)

## 3. Send out Invitations

- It is very important to get this done as well in advance as possible, and 2 weeks before the event email out a reminder.
- If you are really savvy you can even create a "group" of invited contacts in your email account such as "Group for Angela's 21st" and update them on the party details.



## 4. Choose + Book a Caterer

- Ensure the caterers you are looking at are reputable with testimonials and guarantees.
- Ask for a few different quotes from the same company, it is amazing how many options one place may have.
- Don't be afraid to ask questions or change the menu, for example if the guest of honour really enjoys a specific pasta dish, just ask your caterer if they can do it especially for you!
- A lot of caterers offer an Event Management service, so feel free to discuss the event with them and obtain as much free advice as possible; this also helps the caterer recommend the most appropriate menu for the occasion.

**The only caterer that offers you peace-of-mind;  
friendly service, great food and a stress free event –  
Guaranteed! Phone now – 1300 368 605**

## 5. Theme Your Event

It isn't as expensive as you may think!

Holding an event at home?

Stick some cellophane on your outdoor lighting, hire some cocktail bar tables and make your own coloured table runners, buy some outdoor lanterns and decorate them, hire a helium balloon tank and some balloons, even an outdoor marquee can be found for really affordable prices.

## 6. Create a Point of Difference: Get with the Trend

This season's trend as from RSVP Events exhibition at the Sydney Convention Centre is.....

### *Revealing*

Let's set the scene, you have been at the cocktail event for about 3 hours, the guest of honour has arrived, you have mingled and had a few drinks, the view and the food is lovely...but you are beginning to get bored and considering leaving for home.

It's time to REVEAL something new!

- Perhaps open up a secret room, featuring a cocktail bar.
- Reveal a dessert station, literally pull off the black sheet and wow your guests with delightful selection of desserts and dessert liquors to keep the party rolling.
- Have an entertainer join the party, perhaps a snake-taming belly dancer, a magician, a singer or even a fire performer!



## 7. On the Day Tips-

- Arrange transport to and from the venue for your guests, such as hiring a bus, it ensures the event will run on time and everyone has a safe way home.
- Don't forget the candles for the birthday cake!
- If you plan to be at the venue early to set up or prepare your decorations, bring a change of clothes so you are nice and fresh!
- Where are the bathrooms? Create some signage so it is as easy for your guests as possible to find the bathrooms, if it is an outdoor event you can "show the way" with lanterns or tea light candles.
- Make sure you have enough toilet paper! Especially if it is a public venue.

## 8. MOST IMPORTANTLY – Enjoy the event!

No one enjoys a stressed or frazzled host! Enjoy the night just as much as you can and the positive energy will flow through the entire event.

Make sure you greet everyone on arrival, a good way to do this is have small gifts named, this ensures once the basket is empty you know you have seen everyone!

**"The catering was absolutely brilliant  
- You far exceeded our expectations"  
Madeline Gill | Housewarming Party**