



Event Checklist

- Have you picked a coordinator or primary contact?
- Do you know how many guests are coming?
- Are you hiring any outside vendors?
- Have your vendors filled out the proper paperwork?
 - Caterer
 - Bartending service
 - Photographer/videographer
- Have you provided your key helpers and vendors with one another's contact information?
- Is your insurance set for your event and from your vendors?
- Do you have someone who will coordinate all your deliveries?
- Do you have someone who will be in charge of clean up?
- Do you have a list of photographs you would like taken?
- Is someone prepared to take home any gifts or materials?
- Do you need any A/V equipment and do you have what is needed to connect everything?
- Have you let our staff know how else we can help you?