



The Corporate Events Guide

Free Event Planning Tips

www.corporateeventsguide.co.nz

Complete Do It Yourself Checklist

Essential Details

Objective.....
 Date of the Event.....
 Venue Name
 Contact
 Address.....

 Phone
 Email
 Website.....
 Venue Hire.....Price.....
 Cancellation Terms.....
 Cancellation Fee.....
 Deposit.....date due.....
 Balance.....date due.....

Facilities

Total Capacity.....
 Specific Room Capacities.....
 Room 1.....
 Room 2
 Room 3

Available facilities (recommended to tick)

Marquee, dance floor, marquee, sound system,
 entertainment area, bar, car parking, power supply,
 toilets, wheel chair, audio visual, catering, storage
 tables, glassware, chairs. whiteboard, computers,

Planning

- Make sure that your objectives are clear and concise.
- Manifest the format of the Event.
- List preferred dates / times.
- Realistic figure of the number of guests.
- Know your guests expectations.

Function Space

- Identify the number size and shape of the rooms you require.
- Observe any room obstructions.
- Question in detail all venue costs (rent, utility, elevator, insurance, staffing, GST, add ons).
- Ask about storage area location and access.
- Be familiar with dining facilities and products.
- Find out about delivery access.
- Check the location of freight / passenger elevators.
- Locate and inspect the conditions of restrooms.
- Ask about overlapping functions ie before or after.
- Know rules regulations and policies for installation and dismantle.

stationary.

Food & Beverage (eg snacks, lunch, dinner, reception, party, banquet)

- Food Requirement.....
- Type of Menu
- Price per Meal
- Timing for first meals
- Special Dietary Requirements.....
-
- Childrens Menu
- Alcohol License.....
- BYO / W Corkage Price.....
- Non Alcoholic DrinksPrice
- Teas and Coffee.....Price.....

Package Price for Food, Drink and Venue

.....

How Drinks served (cash bar, open hosted bar, Ticketed, waiter served)

.....

Miscellaneous

Theme and decorations being used (if any)

.....

Music and Entertainment

.....

Audio Visual Equipment

.....

Photographer.....

Florist.....

Printed Menus.....

Child minding facilities.....

Seating Plan

Name badges.....

Transportation

- Familiarise yourself with directions from major roads.
- Know distances / drive times for guests.
- Find out approximate taxi fare for guests.
- Check on taxi availability for guests after hours.
- Ask about parking facilities / costs for cars and buses.

Policies

- Ask about booking policy.
- Understand the cancellation policy.
- Find out about the payment and deposit policy.
- Discuss insurance requirements.
- Find out about any restrictions on time, décor, food & beverage and entertainment.

Services

- Know and understand all the services provided by the facility.
- Find out how many employees will be available during your each function you hold at the venue.
- Get a list of preferred suppliers the facility uses.

Miscellaneous

- Get exact contact information for everyone involved during the event development stage and the event itself.
- Find out if the facility is compliant with New Zealand laws
- Discuss any renovation plans which may occur during the event
- Get references from groups that have held events there.