



10 THINGS TO NOT FORGET WHEN PLANNING YOUR EVENT!

- ❑ **FOOD** - Have you organised your caterer? If you need any catering recommendations do ask us for details and consider food stalls or street food for the reception at a party and consider having an ice-cream van instead of desert.
- ❑ **DRINKS** – Have you any thoughts about what drinks you will be providing? Buying your own, or your caterer organising? An ice sculpture vodka luge always makes for an impactful centrepiece and if you are having a cocktail bar, think about limiting it to a couple of hours to ensure your party is remembered(!).
- ❑ **BUDGET** – Budgeting is important and when working out the ratio of where the budget is going the venue/marquee usually accounts for around 40% of the budget, 40% to food and drink with the remaining 20% for what is left over.
- ❑ **ENTERTAINMENT** - Consider choosing one form of entertainment to make your party memorable either professional or home-made. This will give structure to your event as well as individuality – and the entertainment can range from a band, DJ, interactive performers at the reception, burlesque show after dinner or a firework display.
- ❑ **SIGNAGE** – Quirky signage conveys your individuality as well keeping guests from getting lost...to the bar, toilets, car parking etc
- ❑ **LIGHTING** – Outside lighting using hurricane lanterns, strings of festoons and LED trees outside look magical at night and keep your guests with a view to look at. Buildings can also be lit with 3D projections and hanging lanterns from trees can create an outdoor chillout space.
- ❑ **POWER** – Whether you're using a generator or your domestic supply to power your celebration ensure you've had a qualified electrician give you recommendations about your circuits and have all the cabling and back-ups required if using a generator to ensure you don't have a power cut during the party!
- ❑ **HEATING** – Keeping guests comfortable is important and it's a good idea to have a heater on standby with a thermostat set to a temperature so that when it's needed it comes on automatically. Outside, fire pits create a cosy atmosphere together with blankets for the evening.
- ❑ **PHOTOGRAPHER** – Make sure you capture your party by making sure you've booked a good photographer/videographer (recommendations available) or keep it fun and hire or create a photo booth.
- ❑ **ACCOMMODATION** – Have you thought about accommodation for your guests, do they need a hotel or B&B? Or if it's the right time of year why not have them 'Glamp' in the garden? Use your knowledge of the area to help them feel comfortable.

