

Event Planning Checklist

This checklist is designed to assist you in your planning process. Adhering to this schedule is critical to ensuring a successful event.

Six to Twelve Months Prior

- Determine what type of event you want to plan/hire an event planner.
- Select a point of contact person to manage event details
- Determine the budget for the event
- Discuss the size, style, location, and scope of the event you want.
- Visit and tour the facility.
- Submit an event request form to request your desire date.
- Schedule an appointment with Rental Coordinator to secure date & pay the deposit
- Create a binder to store and organize contracts, receipts, ideas, etc.
- Start compiling your guest list to estimate head count.

Four to Six Months Prior

- Begin shopping for the event
- Send invitations to your guests
- Hire a decorator, caterer, DJ, photographer, etc. (See our preferred vendors list for help)

Two to Four Weeks Prior

- Make final payment
- Provide 2 copies of your revised floor plan to your event coordinator & Rental Coordinator.
- Provide required documents (ABC license, certificate of insurance, liability insurance, etc.)

One Week Prior

- Review final details with Event Coordinator & Rental Coordinator
- Schedule a time to test AV equipment

The Day Before

- Try to get some rest

Event Day

- Relax and remain calm
- Remember to eat something
- Enjoy the fruits of your labor!

After Event

- Tag Downing-Gross in your event photos on social media
- Schedule date for your next event!