

Budget

- Number of attendees
- Divvy up into sectors
- Itemise purchases, mark when complete

Purpose/Occasion

- Have you covered all bases of what is expected at the event?
- Write a clear brief of the event you want to run

Sponsors

- List what the sponsors will get from being at the event
- List what you would require from them
- Share the timeline of what needs to be done before the live event

Venue

- Location, is it accessible for your guests?
- Capacity, will it be too crowded or too empty?
- Facilities, does it have everything you require?
- Furniture, do they provide any?
- Cost, is it within your budget?
- Catering, do they have restrictions on food providers in the venue?
- Alcohol licencing?
- Wheelchair accessible?

Theme

- Create a moodboard of your ideas

Documents

- Production Schedule
- Timeline
- Contact sheet
- RAMs
- Public Liability Insurance