

**Goals:** Set your event goals and do it 6 months in advance.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location/Date:** Location and date are the most important items. Don't do anything else for your event until location and date are set.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:** Though you may not know your final budget, get ballpark figures from your boss so you can plan appropriately.

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Content/Presenters:** People come to the show for the content. Plan this well in advance.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entertainment? Special Night Events?:** Don't forget to include after hours events to keep your guests in touch with their peers.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Receive all vendor estimates:** Get all vendor estimates at least 90 days prior to the event to ensure you don't go over budget.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Schedule your vendors:** At least two weeks prior to your event, ensure all partners know when to drop off and pickup their equipment.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Set/Show/Strike:** Event tech companies do three things: set the show, operate it and take it down. Strike means to take down the event.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**After Show/Event Review:** Make time after the event to decompress and review with your partners the positives and improvements needed for the next show.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_