
EVENT PLANNING CHECKLIST

- Date and time of event
- Guest List. Invitations and RSVP control
- Budget. as soon as you set a budget it will help you to make decisions quickly.
- Theme. Decoration. Props
- Venue. If you are not having the event at your home, it is best to book somewhere soon to avoid disappointment.
- Entertainment. we have plenty of great ideas for you on our website.
- Tent or parasols. Are you covered rain or shine
- Catering. Plan your menu with your caterer.
- Schedule of events
- Cake. Dont forget the candles and matches
- Drinks. ask your supplier to deliver them pre chilled and with Ice. if you need some help calculating how much you need check out this useful tool.
- Seating and layout
- Photographer
- Waste Management
- Toilet Facilities

At Velvet Living, we are happy to give you free advice, so feel free to get in touch so we can talk through your ideas and help you to plan your perfect event, party or wedding.