

Top 10 Questions You Should Be Asking Your Event Planner Checklist

1. What is the overall vision and goal for the event?
2. Who is the Manager or main point person on the client side?
3. What is the detailed event timeline, including setup and teardown?
4. What are the specific requirements or limitations of the venue?
5. Which vendors are involved, and how will coordination be handled?
6. How will last-minute changes or unexpected issues be managed?
7. What are the key moments or highlights to prepare for?
8. What kind of guest experience do you want to create?
9. How will communication flow among the team during the event?
10. What is the budget range, and where are the priorities?

Brought to you by-

