Event Planning Checklist

6 - 8 weeks before the event
- Decide on total budget;
- Determine event theme, date + time;
- Create guest list + order invites;
- Design/order invites;
  Shop for + book external services:
  - Caterer - Urban Spoon Corporate + Event Catering (011) 454-4556;
  - Arrange Bar + Waiter Services;
  - Entertainment/music or start play list;
  - Security;
  - Hire Services (glasses/tables/chairs/linen/tableware etc.)

4 - 6 weeks before the event
- Choose menu + finalise quote from Urban Spoon Corporate + Event Catering;
- Make time line + venue lay-out to supply to external services;
- Decide on décor + hire décor specialist or start buying bits & pieces;

2 - 4 weeks before the event
- Pay deposits due;
- Order beer, wine + liquor;
- Send out invites;
- Order cake + flowers if needed;

1 - 2 weeks before the event
- Firm up guest list;
- Confirm external services;
- Shop for any non-perishables;
- Arrange a site-visit with Urban Spoon Corporate + Event Catering;

5 days before the event
- Confirm final numbers to external services;
- Confirm dietary requirements to Urban Spoon Corporate + Event Caterers;
- Pay all external suppliers that require up-front payment;

2 days before event
- Do all last-minute cleaning;
- Think about where you want people coats / bags etc. to go;
- Have a present table;
- Remove all private items from the event venue + bathrooms;
- Wash serving pieces, glasses etc.
- Stock up on bathroom essentials;

1 day before event
- Collect cake + flowers;
- Start chilling the drinks;
- Take delivery of hire services;
- Start the set-up according to venue lay-out;
- Decorate the venue;

Day of the event
- Final cleaning check;
- Make sure kitchen is accessible + clean for Urban Spoon Corporate + Event Catering;
- Run through time-line with your external suppliers & iron out any last issues;

Just before the event...
- Light candles;
- Switch on music;
- Set out welcome drinks + snacks;
- Relax, smile and have FUN!

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