

Plan your event and the description for it

Date and time	Number of guests	Total budget \$
Your intention for this Event		3 words to describe the Event Energy Experience Standard

Location	Food & Drinks	Entertainment	Guests	Site setup & cleanup
<ul style="list-style-type: none"> ○ Pick a budget for the location ○ Pick 3 criteria your ideal location meets ○ Create location short list ○ Select a location ○ Figure out guest parking ○ Agree to what the location will provide ○ Agree to what you will bring ○ Book location ○ Pay deposit ○ Pay balance ○ Create map for location with notes for parking to send to guests 	<ul style="list-style-type: none"> ○ Pick a budget ○ Select range of food types ○ Select menu items ○ Create shopping list ○ Decide serving times ○ Plan food prep and cooking process ○ Select food prep and cooking help ○ Complete shopping <p>When Catering is needed</p> <ul style="list-style-type: none"> ○ Pick a budget ○ Select range of food types ○ Short list 2 caterers ○ Select caterer and menu ○ Select drink menu 	<ul style="list-style-type: none"> ○ Clarify intention for the entertainment ○ Pick a budget ○ Select range of services you want ○ Decide on start and stop times for each service ○ Research to short list or select service providers ○ Select and book service providers ○ Confirm bookings 3 days before 	<ul style="list-style-type: none"> ○ Create guest list ○ Identify guest requiring something specific and your process for taking care of it ○ Create and send event invitations that includes map showing guest parking spaces ○ Confirm all guest responses from the event 	<ul style="list-style-type: none"> ○ Plan process for setup ○ Plan process for cleanup ○ List the guest help you need for setup and cleanup ○ Select the guest helpers you need ○ Confirm helpers will be there and they know what they are doing
Needed or unknown	Needed or unknown	Needed or unknown	Needed or unknown	Needed or unknown

Plan your event and the description for it

Your intention In one sentence what is your intention for this event and why that intention	
Energy Experience Standard 3 words to describe the Event Energy Experience Standard	
Event Description List the sequence for the essential things that will happen during the event	
Focus your budget on Select 3 to 5 things to focus 80 percent of your budget on to help you achieve your Energy Experience Standard	
Essential help from friends List your friends and the essential help each will be providing	
Friends are bringing List the things each friend is bringing	
What you are providing List the essential things you are providing	

Plan your event and the description for it

Start Time	Stop time	What + Who	Where	What they are bringing	What you are providing

Plan your event and the description for it

What you can find in bookAVE for your event

Performers	Services & Suppliers	Venue
<ul style="list-style-type: none"> ○ Actor ○ Caricaturist ○ Clown ○ Comedian ○ Dancer ○ Frisbee Thrower ○ Karaoke ○ Magician ○ Mime ○ Musician - Band ○ Professional Artist ○ Public Speaker ○ Specialty Acts 	<ul style="list-style-type: none"> ○ Announcer ○ Balloon Artist ○ Bartender ○ Booking Agent/Manager ○ Catering ○ Children's Party Supplies ○ Clean Up ○ Concessions ○ Costumes ○ Delivery ○ Dunk Tank ○ Electronics, lighting, sound ○ Esthetician/Cosmetic Specialist ○ Event Planner ○ Face/body Painter ○ Facilitator ○ Flowers ○ Food Truck ○ Furniture ○ Hair Stylist ○ Instrument Rentals ○ Master of Ceremonies MC ○ Merchandise ○ Mobile Massage ○ Officiant ○ Operations ○ Other ○ Other Service Vendor ○ Outdoor Service Vendor ○ Outdoor Movie Theater ○ Party Supplies ○ Petting Zoo ○ Photo Booths ○ Photographer ○ Porta Potties ○ Portable Stage ○ Print Services ○ Producer ○ Security Services ○ Servers ○ Set up/Tear down ○ Sound Engineer ○ Specialty Cakes ○ Teacher/Instructor ○ Tickets ○ Transportation ○ Videographer ○ Water & Cooler Rentals ○ Wedding Planner ○ Workshop/Demonstration 	<ul style="list-style-type: none"> ○ Arcade ○ Bar/Pub ○ Classical/Orchestral ○ Club ○ Coffee Shop ○ Community Center Hall ○ Escape Room ○ Hotel ○ Laser Tag Arena ○ Live Music Venue ○ Media Room ○ Other ○ Outdoor Green Space ○ Performance Stage ○ Place of Worship ○ Podcast Studio ○ Rehearsal Space ○ Restaurant ○ School University ○ Theater ○ Vineyard