

EVENT PLANNING 106

You've Booked the Event Planning Client, Now What?



Quiz 6 - Planning your event at Sandlot - DC! -October 30, 2023, 10am - 1pm

- ✔ Conduct Pre-Con Meetings with Clients - Do's and Don'ts
- ✔ Scheduling venue site visits
- ✔ Hire Vendors (florist, DJ's/Band, graphic designers for invitations, caterer)
- ✔ Collect Final Balance (if applicable)
- ✔ Creating Run of Show - Do's and Don'ts Event Show Day
- ✔ Event Show Day
- ✔ Let's Book Your Event for Next Year - Savvy ways to lock in your client for another year!