



## EVENT CHECKLIST AND GUIDE

### THE CHECKLIST

- ❑ What kind of budget do you have?
  - Establish what your budget parameters are
  - A good event company will help you make informed choices based on your budget and not use knowledge of your budget as an excuse to overcharge you
  
- ❑ How many people do you expect?
  - Under 100
  - 100 to 500
  - 500 to 1,000
  - 1,000 to 2,000
  - More than 2,000
  
- ❑ What age group or age groups are you trying to accommodate?
  - Toddlers
  - Young children (5 to 8 yrs. Old)
  - Older children (9 to 13 yrs. Old)
  - Teenagers (14-19 yrs. Old)
  - Young Adult
  - Adults
  - The older generation
  
- ❑ Is there a specific purpose to your event?
  - City celebration
  - Annual festival
  - Sporting event
  - School party
  - High school graduation or after prom
  - Church related
  - Corporate employee party
  
- ❑ Does your event need pre-promotion to let people know about it?
  - Posters and flyers
  - Advertising
  - Grass roots methods

- ❑ Do you have a theme or are you interested in creating a theme?
  - Holiday party
  - Hawaiian/tropical
  - Western
  - Sports
  - 60's, 70's, 80's
  - Casino
  
- ❑ Will you serve or sell food at this event?
  - Serving Food
    - Selecting a menu
      - Ballpark fare (hot dogs, hamburgers, chicken, brats, chips, cookies, drinks) can feed thousands quickly
      - Upscale catering is more for smaller parties such as 500-1000 or less (roast beef, chicken, steak, seafood, vegetables, potatoes, etc.)
      - Snacks only, popcorn, peanuts, nachos, ice cream, sno-cones and more
      - Understanding the food to person ratio
      - Tickets or wristbands for control
      - Permits/Licenses
  - Selling Food
    - Permits/Licenses
    - Health standards
    - Menu must be event friendly
    - Sales tax
    - Leftovers
  
- ❑ Are you having games?
  1. Interactive Inflatables
    - Obstacle Course
    - Giant Slide
    - Sport Cages
    - Bungee Run
    - Bounce House
    - Many others (see the games listing on this website)
  2. Carnival Games
    - Ring Toss
    - Tic-Tac-Toe
    - Duck Pond
    - Countless others
  
- ❑ Are you having music?
  1. Band
  2. D.J.
  3. Choir
  4. Karaoke
  5. Other

- ❑ Are you having entertainment?
  1. Magician
  2. Jugglers
  3. Comedian
  4. Specialty (dancers, performers, etc.)
  
- ❑ Who will work your event?
  - Volunteers
  - Hired staff
  - A combination of both
  
- ❑ Do you need other event support?
  - Generators
  - Tents
  - Tables and chairs
  - Snow fence
  - Toilets
  - Garbage boxes and removal
  
- ❑ Do you need a defined entranceway or signage made?
  
- ❑ Have you looked at your event from a safety standpoint?
  - First aid or ambulance support
  - Games and equipment set up safely
  - State inspection of equipment if needed (private vs. public)

As you can see there are a myriad of different issues to address when planning an event. The larger the event the more details to address. '62 Sports Group can help with some or all of the above arrangements and the best thing about it is that all of our advice comes free (we do not charge you to access our knowledge of event production). Events can be overwhelming if you don't do them everyday and that is why we want to help you by providing our service.

Depending on the size and scope of your event you may enlist different timelines for preparing for it. You should usually work a minimum of 3 months ahead of any event you plan but we realize that is not always possible. Flexibility is our middle name and we have pulled together events on 24 hours notice.

**LET US HELP YOU ANSWER THESE AND OTHER QUESTIONS TO ENSURE A QUALITY EVENT!!**