



ART of PLANNING an EVENT

When Jennifer Lopez starred in *'The Wedding Planner'* back in 2001, the character and lifestyle she portrayed on screen was about as close as it comes to that of a real planner, except for one small thing there's a lot more work and a lot less time for laughs.

As a Professional Event Planner, I know how chaotic situations can get sometimes, from a simple Executive Dinner Meeting to an extravagant Gala Fundraising Soiree.

For myself, being organized for an event means awareness of every detail, and never ever losing your cool. Staying calm is an asset, another asset is having an event *'tool kit'* on hand for those moments of crisis.

Depending on the event here are some standard item requirements:

Tape - single & double sided, twist ties, glue gun, first aid kit, rope & ribbon, assorted pins, hammer & nails, scissors, sewing kit, extension cords, assorted batteries, hand wipes, the list can go on & on, but you get the idea.

Then there are some guidelines on making the event memorable.

Don't forget - The BUDGET rules the event!

Select an interesting venue that plays on your vision and theme to give the event purpose. By staying focused on your theme, you can ease your way through the preparations such as decor, food, entertainment, etc... When in doubt, keep it simple & elegant.

The food don't order too much – of course it should be delicious and spectacular but, leave that "WOW" factor to your cater – just make certain they come highly recommended or you personally experienced their delights

Your guests should be a mix of interesting people; this makes your event a kind of meeting place

When invitations are sent it is important to mention the event details; dress attire, if it's a cocktail &/or dinner, parking facilities, guest of honour, etc... by doing this it will make your guests feel comfortable and prepared

A few days before the event, follow-ups should be done, either via telephone or email

Important - Take lots of pictures and share them with everyone

These are only a few guidelines for one to encompass *"The Art of Planning an Event"*.

Should you require consultation, or you have any other questions, please, feel free to contact us, via email or telephone. You are also welcome to visit our website for more tips.

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Why not be a guest at your own event? Relax...we'll take care of everything for you!