

RNB Sounds Planning Your Event for Success

Event Agenda/Checklist

Type of event: _____ **Date of event:** _____

Theme of event (optional): _____

Adult Guests: _____ **# Children Attending:** _____

Invitations mailed or hand delivered: _____

Location/Address of event: _____

(Arena, School, Community Centre, Hotels, Parks, Parking lots, Back yard, Daycare, Campgrounds or Restaurants are just to name a few.)

*Is there enough parking? _____

*Will you need extra staff or security? _____

*Require a Bartender/Liquor License? _____

*Do you require any permits or insurance for anything? _____

*Location have a Kitchen/Cooking/Catering/Food Storage? _____

*In the event of a power outage, is there back up power? _____

*Table and Chairs provided? _____ # tables _____ # chairs _____

*Who is responsible for clean up? _____ Extra \$ Charge? _____

*Is there room for decorations and are decorations allowed? _____

*Location accessible for everyone (Wheelchair)? _____

Planned Event Activities: _____

You may want to plan out a time line of how long your activities will roll out and in what order. A lot appropriate time for scheduled activities. This will avoid confusion, boredom and stress during your event.

*Games (reception, water, kids, action, card, kissing, board& shower)

*Time for eating (menu): _____

*Catered/Potluck/Buffer Style: _____

*Time for speeches, gift opening, cake cutting or candy table

*Photography: _____

*Movies/Slide show/Light shows: _____

*Dance (DJ or Band): _____

*Type of music: _____

*Special songs & dances: _____

*Dinner music required: _____

*Action Activity (Bouncy inflatables, dunking booths, laser tag, etc):

*Time out to PARTY and MINGLE is required!

Please feel free to contact RNB Sounds for any questions you might have. We would like to help you have a stress free event as much as possible without exploding your budget!!!!!! www.rnbsounds.com or r-n-bsounds@hotmail.ca