



YOUR EVENT CHECKLIST

Event Information

Event Type:

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Event Date:

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Event Time:

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Event Location:

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Theme:

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Guest Count:

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Event Concierge:

.....

Budget:

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Suppliers needed:

Photographer ()

Entertainer ()

Caterer ()

Live band/Dj ()

Equipment ()

Timeline

12 weeks before:

- () Sign up to 'poptop.uk.com' for **FREE!**
- () Enquire and book venue
- () Finalise date and time
- () Establish budget
- () Date announcement ('Save the date')
- () Start to collect quotes from suppliers via poptop.uk.com
- () Make guest list
- () Prepare Invitations

8 weeks before:

- () Send invitations
- () Confirm vendor bookings
- () Pay suppliers deposits and receive Poptop's client protection
- () Organise menu (with supplier)
- () Organise setlist (with supplier)
- () Organise entertainment schedule (with supplier)
- () Track and update budget

4 weeks before:

- () Buy decorations
- () Track and update budget
- () Communication with all suppliers

2 weeks before:

- () Final checks with all vendors
- () Follow up RSVP's
- () Decoration and venue check
- () Track and update budget

Final Week/Event day:

- () Final RSVP follow up
- () Venue preparation
- () Finalise event schedule

Enjoy your event!