



Event Planning Checklist

This checklist will help you collect the information you need to bring about your event. It's just a list of things to consider and once completed you'll have enough information to be able to give us a call and we'll be able to give you some ideas, thoughts on venues and what you can achieve with your budget.

So go ahead, give it a go, and give us a call on 01590 688007!

Number of Guests?	
Outline Budget?	
Preferred date?	
Duration of Event?	
Guests Age Profile	
Number of Male / Female?	
Objectives of Event	
Accommodation Needed?	
Entertainment Required?	
Travel Requirements?	
Extra Notes...	