



NATIONAL EVENT HIRE

Ultimate Event Checklist - All about the finer details

1. PRE-PLANNING

ELEMENT	ACTION / TIMING	RESPONSIBILITY
<i>Decide on a theme</i>		
<i>Key dates & timeline</i>		
<i>Compile guest list</i>		
<i>Define guest numbers</i>		
<i>Confirm budget</i>		
<i>Location / venue availability</i>		
<i>Select caterers</i>		
<i>Select event hire company</i>	www.nationaleventhire.ie	1800 579 579
<i>Arrange transportation</i>		

2. INVITATIONS

ELEMENT	ACTION / TIMING	RESPONSIBILITY
<i>Invitations – RSVP date</i>		
<i>Compile guest list</i>		
<i>Design & print invitations</i>		
<i>Deliver invitations</i>		
<i>RSVP tracking</i>		
<i>Follow up & confirm with guests the week before</i>		

3. CATERING

ELEMENT	ACTION / TIMING	RESPONSIBILITY
<i>Select a caterer</i>		
<i>Check references and confirm that they have managed similar events</i>		
<i>Are they certified with Health & Safety?</i>		
<i>Do they provide full event management?</i>		
<i>Can they provide a comprehensive range of tableware, glassware and other equipment?</i>		
<i>Will they be responsible for the kitchen layout and wiring?</i>		
<i>Select a menu</i>		
<i>Decide service – Silver / Buffet / Canapés etc</i>		
<i>Can they cater for unique dietary requirements and / or food allergies?</i>		
<i>Do they provide menus and table plans?</i>		
<i>Who is in charge of the catering?</i>		
<i>Do they have an onsite Manager or Maitre D?</i>		
<i>How many staff are working at the event?</i>		
<i>How many servers per table?</i>		
<i>Will there be dedicated wine waiters?</i>		
<i>Do they have on site refrigeration for food and a freezer for bar ice?</i>		
<i>Do they record food temperatures with a thermometer?</i>		
<i>Will they set the tables?</i>		
<i>Do they provide a clean up service?</i>		
<i>Do they provide centrepieces?</i>		
<i>Do they provide umbrellas if it rains?</i>		
<i>Do they have a fire-plan?</i>		
<i>In an emergency who will co-ordinate the evacuation and is there a fire assembly point?</i>		
<i>If a guest becomes ill who will take responsibility?</i>		

4. EVENT HIRE

ELEMENT	ACTION / TIMING	RESPONSIBILITY
<i>Confirm number of guests</i>		
<i>Confirm venue type, location</i>		
<i>Decide requirements on furniture, tableware, glassware, linen, kitchen equipment, bar supplies and other equipment</i>	www.nationaleventhire.ie	1800 579 579
<i>Is all equipment hygienically washed, sterilized and polished prior to delivery?</i>		
<i>Do you need cooking and refrigeration equipment?</i>		
<i>Do you require a separate bar with specialised equipment and accessories?</i>		
<i>Do you need to be on site for delivery / collection?</i>		
<i>Can the tables be set up and prepared?</i>		
<i>Is there a take down and wash up service?</i>		
<i>Is there a delivery / collection charge?</i>		
<i>Do they have the capability to deliver Nationally?</i>		
<i>Can they pinpoint exactly where their vehicles are?</i>		
<i>Can they provide you with a quote in 24 hours?</i>		
<i>How far in advance is the equipment delivered?</i>		
<i>Do you have storage space if the venue isn't ready?</i>		
<i>When will it be collected and who counts the equipment?</i>		
<i>Is there a deposit that must be paid and when is it refunded?</i>		
<i>How does the whole issue of breakages work?</i>		
<i>Is there a provision per person in terms of the number of plates, glasses etc?</i>		
<i>Do you require extra serving platters, bowls or specialist coffee cups?</i>		
<i>Are extra table clothes, napkins supplied in case of spillages?</i>		

<i>Are extra tables supplied for the reception, buffet, bar, DJ, cake etc?</i>		
<i>Can they provide a red carpet and stanchion ropes?</i>		
<i>Are stainless steel tables provided for in the kitchen?</i>		
<i>Is extra tableware supplied in the advent of breakages, 2nd helpings etc?</i>		
<i>How many glasses are provided per guest?</i>		
<i>Do they hire, set up and take down dance floors?</i>		
<i>Can they hire candelabras, centrepieces and glass vases?</i>	www.nationaleventhire.ie	1800 579 579
<i>Can they provide table clothes, and drapes in different sizes and colours?</i>		
<i>Do you need night-lights, heaters or ramekins?</i>		
<i>Can they provide table names, numbers and holders?</i>		
<i>Do they provide easels for the table plan?</i>		
<i>Do they provide outdoor ashtrays?</i>		
<i>Do they provide coat racks and hangers?</i>		
<i>Can they recommend a company for marques?</i>		
<i>Can they recommend partners for sound, staging and lighting equipment?</i>		
<i>Can they recommend a company that provides flowers?</i>		
<i>Do they supply baby chairs or children's play equipment?</i>		
<i>Do they provide fire extinguishers or fire safety blankets?</i>		
<i>Do they provide refuse removal?</i>		
<i>Do they provide mobile toilets?</i>		
<i>Can they supplier a back up generator to protect against power failures?</i>		
<i>Who will manage the above on behalf of the cater hire company?</i>		

5. ADDITIONAL ELEMENTS

ELEMENT	ACTION / TIMING	RESPONSIBILITY
<i>Band /Music / DJ</i>		
<i>Master of ceremonies, speeches, sequence</i>		
<i>Audio visuals, sound, microphones, lecterns</i>		
<i>Technicians to set up equipment</i>		
<i>Have you spoken to the neighbours regarding noise, parking?</i>		
<i>Flowers & centre pieces</i>		
<i>Entrances and exits</i>		
<i>Place settings</i>		
<i>Table settings</i>		
<i>Additional decorations</i>		
<i>Photographer</i>		
<i>Videographer</i>		
<i>Parking</i>		
<i>Security</i>		
<i>Medical emergency</i>		
<i>Insurance</i>		
<i>Cables, adaptors, spare plugs, extension leads</i>	www.nationaleventhire.ie	1800 579 579
<i>Transport</i>		
<i>Payment of suppliers</i>		