

# The Ultimate Event Entertainment Planning Checklist

## 5 MUST DO'S for a successful event... & tips to consider

Entertainment is a key component to making your event successful, memorable, and fun for your guests. When it's time to choose what type of entertainment to include, here is a checklist with important questions to ask yourself during the planning process



**Do you have clear objectives for your entertainment?**

E.G. INTERACTIVE, ENGAGING ACTIVITY FOR NETWORKING AND GUEST INVOLVEMENT - OR - STAGE ACT BETWEEN COURSES OVER DINNER

This will help you determine what kind of entertainment to choose.



**Do you know your venue capabilities & limitations?**

E.G. SIZE, AUDIO VISUAL, LIGHTING, NOISE ALLOWANCES, ETC.

This will help you determine what is actually feasible within the confines of the space.

**Have you considered the demographic(s) of your group?**

E.G. IF THEY KNOW EACH OTHER OR NOT, HOW CONSERVATIVE THEY ARE, AGE RANGE, CULTURAL DIFFERENCES?

This will help you determine what is appropriate and what sort of content will land best with your audience.



**Do you have an event schedule?**

Do you want your entertainment to be the focal point? An interruption/disruption from a packed schedule? A passive activity that people can choose to participate in at any time?



**Have you reached out to a trusted supplier?**

If you don't have answers to the above questions, reaching out to a trusted event supplier is the best way to save time and money and **GUARANTEE** a successful event.

**Schedule a free event consultation with our experienced Event Producers today to ensure this year's meeting or special event is the best ever.**