



Simply Sue Event Planning Workbook

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Project Name

This Event Planning Workbook is designed to assist individuals and organizations in organizing events of any size, from personal celebrations to corporate gatherings. Whether you're a first-time host, small business owner, nonprofit organizer, or experienced event planner, this tool provides structure, streamlines tasks, and ensures no detail is overlooked. Adapt it to suit your unique needs and let it guide you toward a successful event.

Event Details

- **Event Name:** _____
- **Event Date:** _____
- **Event Time:** _____
- **Event Location:** _____
- **Guest Count:** _____
- **Budget:** _____

Theme & Design

- **Event Theme:** _____
- **Color Scheme:** _____
- **Decor Style:** _____

Standard Event Vendors

<u>Service</u>	<u>Name/Company</u>	<u>Contact Information</u>	<u>Notes</u>
Party Planner			
Caterer			
Baker			
DJ			
Live Entertainment			
Photographer			
Videographer			
Decorator			

Party Host/Hostess			
Security			
Floral Arrangements			
Lighting Technician			
Bartender/Bar Service			
Transportation Service			
Event Setup/Cleanup Crew			

Outdoor Event Vendors

<u>Rental Type</u>	<u>Name/Company</u>	<u>Contact Information</u>	<u>Notes</u>
Tent Rental			
Dance Floor Rental			
Restroom Rentals			
Power Generator Rental			
Heating/Cooling Equipment			
Outdoor Lighting Rental			
Ground Protection/Walkways			

Event Planning Timeline

<u>Task</u>	<u>Deadline</u>	<u>Assigned To</u>
Secure Venue		
Hire Party Planner		
Finalize Theme and Decor		
Confirm Guest List		
Send Invitations		
Book Caterer and Baker		
Book Entertainment (DJ, Live Band)		
Secure		
Photographer/Videographer		

Confirm Rentals (Tent, Dance Floor, etc.)		
Arrange Transportation		
Confirm Setup/Cleanup Crew		

Budget Overview

<u>Category</u>	<u>Estimated Cost</u>	<u>Actual Cost</u>	<u>Notes</u>
Venue			
Catering & Baking			
Entertainment			
Photography/Videography			
Decor & Rentals			
Transportation			
Equipment Rentals			
Miscellaneous (Invitations, Permits, Licenses etc.)			

Important Contacts

- **Emergency Contact Person:** _____
- **Event Point of Contact:** _____
- **Venue Contact:** _____
- **Planner Contact:** _____

Planning Assistance & Support

Planning an event can feel overwhelming at times, but we're here to help! If you need guidance or have questions about using this Event Planning Workbook, please don't hesitate to reach out. Your event's success is our priority, and we're happy to provide support. Contact us anytime at info@shopsimplysue.com or call 804-465-2324.

Disclaimer

This workbook is a general guide to assist with event planning. It may not include all the resources or tasks needed for your specific event. Additional or fewer resources may be required based on your unique needs. The creator is not responsible for omissions, inaccuracies, or outcomes. Please adapt this tool as needed for your event's success.