Creating & Remembering Life's

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Event Planning · Training · Officiating

EVENT PLANNING TIP SHEET

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Events or Weddings

(1) Pictures and video are the only things that you can use to recall all of your wedding memories. *One of the biggest regrets that people have is not having a professional to document their wedding or event so budget in a* ***professional*** *photographer / videographer. Absolutely not in the budget? Have your guests post to a pre-determined and designated, web/social media page or handle and share this at your event with a sign. You won't have to track down guests if you do this ahead of time.*

(2) Set an extra table specifically for who attend your event without an RSVP! *In the back and perhaps not as elaborately decorated. When a DJ releases the table to go through the buffet line, they will be the last table. Repeat the same for toasts and cake. Guests who RSVP'd should never be the ones to find out there isn't enough food, beverages or dessert!*

(3) Plan your event with plenty of directional signs inside and outside of the venue.

(4) When you have a banquet event, print your guest's names on both sides of the place card.

(5) Many celebrations throughout the year involve the color red. *So stock up during holidays and throughout the year on ribbon, lights, linens, plates, etc.*

(6) Never have your guest book, card box and gift table outside of your reception room or near the door unless the gifts are monitored at all times. *Unfortunately, theft has become a problem at events and impersonators can blend in as a friend or family member of one of the hosts or of a couple getting married.*

(7) Some guests will be no-shows. *As much of an expenditure a wedding or event can be, it is possible friends, family, colleagues or other guests who RSVP will just not show up for your event. It will be okay.*

(8) Every event you plan should engage the five senses ***plus*** one more which we call ***"Quiet."*** *For those who are less comfortable in crowds, provide a place where they can "escape" but not appear standoffish. Many times this can be just outside the room, in a corner or in an area nearby. This provides a great opportunity to display information, memories that people can write down or provide an educational activity.*

Celebration of Life Events

(1) People like to be able to dictate what their Celebration of Life will be like and will often let it be known exactly how they want to be remembered and their lifetime celebrated. Some want a party where they get to say their own good-bye's while they are still around to enjoy it!

(2) For Celebration of life event ideas, think of the things that your loved one liked to do during his/her life when his/her friends and family were gathered together. Was there an outdoor sport they would all enjoy? Was their a maindish that would show up at every event? Was there a hobby he/she was known for? An example activity, you could have some simple counted cross-stitch projects to work on that create a bonding experience. Perhaps he/she liked to tie flies for fishing - you could incorporate a project like that into the celebration of life event.

Weddings Only

(1) Limit the number of people who help you shop for your wedding dress to 2, maybe 3!

(2) Wedding Ceremonies should be a reflection of ***your*** story and your dreams for your future.

(3) Having problems getting a child to perform the ring bearer duties? *Give them the honor of naming the pillow, box, stuffed animal or whatever you are using to safely get the rings to the ceremony area. It's worth a try and don't be surprised if they want to keep it afterwards!*