Tools of the trade

01 · Foundations · about 10 minutes

A planner needs a budget spreadsheet, a timeline, a run of show, a vendor contact sheet, a floor plan tool and a way to collect RSVPs. This lesson sets up the free kit you will use for the rest of the course.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Set up the six core documents

2. Choose between free and paid tools for each job

3. Build your own day-of kit list

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

Which document should every vendor receive before the event?

The day-of emergency kit should include

Answers are on the lesson page after you take the quiz.

One line to remember