Managing vendors on the day

10 · Event Day · about 10 minutes

Arrival checks, the pre-event briefing, problem escalation, and paying balances on site.

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. Check vendors in

2. Brief and escalate

3. Handle late or missing vendors

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

If a vendor is late, first

Vendor balances are often paid

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

One line to remember