

Planning your event - starter checklist

A practical approach to get started — without letting the ideas run away.

1) Shape the brief

- ☐ What are you celebrating, and what do you want guests to feel?
- ☐ Choose three non-negotiables (e.g., food, music, flowers, photography).
- ☐ Write one line that defines the vibe (calm, cinematic, playful, modern, etc.).

2) People + flow

- ☐ Guest estimate: comfortable range (min/max) and any VIPs to protect.
- ☐ Accessibility needs, children, speeches, dancing — note anything that affects layout.
- ☐ Ideal start/finish time and key moments (arrival, dinner, performance, finale).

3) Date + location

- ☐ Preferred season and two or three realistic dates you could work with.
- ☐ Location area(s) and travel time you want guests to tolerate.
- ☐ Plan B: wet weather, late licence, noise limits, curfews.

4) Style + experience

- ☐ Lighting plan: soft, flattering, and intentional (it changes everything).
- ☐ Tablescape textures: linen, glassware, stationery, florals — keep it cohesive.
- ☐ Moments: a welcoming first drink, a signature detail, a calm final note.

5) Budget guardrails

- ☐ Decide your total comfort zone (a range is fine).
- ☐ Prioritise: spend where it shows, simplify where it doesn't.
- ☐ Remember the quiet costs: staffing, power, production, transport, contingency (10%).

6) Venue shortlist

- ☐ Capacity + layout fit (ceremony, dinner, dancing) — not just the headline number.
- ☐ Restrictions: supplier access, sound, candles, confetti, loading, parking.
- ☐ Ask: what's included (tables, chairs, linen, glassware, onsite staff)?

7) Supplier map

- ☐ Catering + bar: service style, timings, and who supplies what.
- ☐ Entertainment: live music, DJ, performances — and sound/power requirements.
- ☐ Styling + hire: florals, lighting, drapes, signage, stationery, specialist items.

8) Logistics + admin

- ☐ Guest comms: invitations, RSVP capture, dietary/allergy tracking.
- ☐ Transport/parking, wet-weather routes, cloakroom, staffing and security.
- ☐ Contracts, deposits, insurance and permissions — keep everything written.

Want us to refine this with you?

Send your first draft — we'll shape it into a calm, confident plan with options, costs, and flow.

hello@resonatecreative.co.uk

Include: guest range • budget range • venue shortlist • one inspiration image