

Starting Your Event Planning Journey

You are in charge to make an event successful. How do you do that? Most events are planned by someone who has no experience in event planning. They usually work another full-time job and have been assigned the project of setting up a party. As a first time buyer you are going to need as much information as possible. Remember your event is only going to happen once. You will not get a second chance.

There are a lot of ideas you can choose when planning an event. You will notice on our site the many options to choose from. Unless if you are a professional event planner; I would not steer far away from the sample agenda below.

The following is an example of an agenda you may use. This agenda is for most evening corporate events where a dinner is served:

5:00 pm to 6:00 pm – Social Hour/Mingle/Appetizers/Guests Arrive

6:00 pm to 7:00 pm – Dinner

7:00 pm to 8:00 pm – Entertainment/Speech/Awards

8:00 pm to End of Party – Entertainment Continues/End

Entertainment is important and usually overlooked. To have a successful event it is best to hire professional entertainment to add to your party. You can view a plethora of entertainers at www.eventplanningonline.com