

# The Top Five Action Items Every Event Planner Should Know



The difference between a good event and a great one is all in the details. Here's a quick look at the top five things to make sure you check off your list leading up to your big event.

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## Document Your Guests' Allergies and Food Preferences

Gluten free, dairy free, vegetarian, nut allergies — some of your guests may have specific food preferences or even serious allergies. Make sure to get that information with their RSVP so the catering staff can accommodate any and all issues.



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## Know Your A/V Needs

If your event includes any kind of presentation, make sure you understand the venue's technology requirements. Helpful questions to answer: Mac or PC? What is the format of the presentation (i.e. PowerPoint®, Keynote®, etc.)? Can you send the presentation to the venue planner ahead of time?



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## Get Your Speakers' Specs

Check in with your presenters to make sure they have everything they need for a great presentation. Here are some quick questions to ask: Would you like to use a podium? Do you need a wireless microphone? Will you need any furniture onstage (i.e. table, stool, etc.)? How about a bottle of water?



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## Be Aware of Emergency Procedures

Have a plan for emergency situations. Ask your venue coordinator if they have an AED and find out where it's located. Review or ask for the severe weather and fire plan.



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## Stick to Your Venue's Requested Deadlines

Timeliness is key to running a successful event. Most venues ask that you have final guest counts, meal preferences and A/V needs at least 72 hours in advance of your event. Make sure to get everything lined up early so no one is scrambling at the last minute.

*Host your next event at Earle Brown Heritage Center in the Twin Cities — and we'll help make sure it's a huge success. Learn more at [earlebrown.com](http://earlebrown.com).*