

**Now you have a project to handle, what next?**

Consider this checklist a starting point for project managing an event. Some customisation may be needed to meet the needs peculiar to each event.

**. Debriefing and Distribution of Tasks**

**After your first meeting with the client, engage your dream team.** It is important to debrief and brainstorm with the team, to generate mind blowing ideas and sweep your client off their seats, so everyone is kept in the loop, and feels like a part of the event production (which they are anyway). It’ll also save you time by delegating and distributing tasks based on each team member's strength. A presentation should ensue after this meeting (if applicable), but you must ensure that all your teammates are on top of their game, and owning their tasks from the start of the project until closure.

**. Vendor Briefing, Selection and Ideation** 

**Based on the nature of the event, select vendors that will best suit the event, and most importantly deliver!** Once this is successful, meet with them to brainstorm! This cannot be overemphasised. Do not stifle your vendors creativity. Generate ideas and incorporate them into the planning process. Remember a to send a formal briefing (using the template shared with you), and make a formal booking.

**. Invoicing and Vendor Schedule**

**This is the ONLY way your vendors can get paid.** Request for all invoices and prepare a vendor schedule for the event. Again, use the templates available to you, and forward to the accounts department for processing.

**. Updates: Keeping the team and clients in the loop**

**There’s such a thing as effective communication.** Send the client (and the team) weekly status updates, and copy the team in all outgoing emails.

**. Inspection of Deliverables**

**Make sure you see samples of ALL items before making a financial commitment.** From the type of cutlery to centerpieces, from the goody bag samples to the type of food to be served. It will save you time and stress as the event approaches.

**.  Documentation** 

**Use the templates provided to you!** Ensure all the agreements are documented, and code of conduct and deliverables lists are sent to your vendors. This will enable you plan and execute any event of any size.

**.  Setup and On-The-Day Coordination**

**Manage ALL the implementation details!** Remember to take all important documents (overview, contact sheet, event flow). Never lose sight of the client’s objectives and goals, constantly updating them and taking pictures if possible, and on schedule**.**

**. Post-event Evaluation and Archiving**

**The event definitely wasn’t all perfect.** Hold a final debrief session with the team to look at ways of improving future events, yourself and the overall system. Also send the evaluation form to the client and your line manager. Remember to archive all these documents and upload to Google Drive.