



RIGHTANGLE

Totally Focused On Teamwork

EVENT PLANNING GUIDE
YOUR PERSONAL EVENT
PLANNING GUIDE

ABOUT THIS GUIDE

Having been in the events industry for 10 years, we understand the pain event organisers may have to go through. We have created this guide to help you plan, organise and execute the perfect event.

Use this guide to work through all of the questions you may be asked, and to determine what you want from your event.

The first page will list helpful things to think about before you start the planning process.

If you would prefer us to plan your event for you, please get in touch today.

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www.rightangleevents.co.uk

Rated Excellent
on Trustpilot by our
customers

Winners of C&IT Team
Building Experience of
the Year





ALWAYS
PLAN AHEAD

EVENT OVERVIEW

The purpose and objectives of your event

What will your guests gain from the event?

Who will be involved in the planning/decision making process?

How long would you like the event to last?

How do you see the day running?

Where would you like the event to take place?

Will you need to provide transportation?

Will you need to provide overnight accommodation?

WHY USE RIGHT ANGLE?

We understand the pain event organisers have to go through. We will take away any of the stressful elements you would like us to, whether it be just the activity or the whole event.

- Original and Unique Ideas
- Winners of “Team Building Event of the Year”
- Personal Service with your own Account Manager
- All Events Tailored to You
- Free Venue Finding
- Money Back Guarantee
- Rated Excellent on Trustpilot

Our mission is to provide team focused experiences that are distinctive, inspiring, memorable and engaging. We offer team building and team development events designed to fit your aims and objectives.

Use this guide to work through all of the questions you may be asked, and to determine what you want from your event. The first page will be helpful things to think about before you start the planning process. We recommend answering all of the questions with everyone involved with booking the event, to ensure you are all working towards the same end goal.

The rest of this guide contains helpful tips and tricks, as well as a guide to team building.

We hope you find this guide useful and informative.

www.rightangleevents.co.uk



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GET IT RIGHT
& PLAN A MEMORABLE EVENT

THE LOGISTICS

Date of event

Event duration

Chosen venue & name of function room

Venue contact

Event manager name & contact

Aim of the event

Itinerary for the day

THE LOGISTICS

Event spaces, use and layouts (Boardroom, Cabaret, Theatre etc)

Audio visual requirements

Catering required

Dietary requirements

Agreed credit limit/bar spend (if applicable)

Activities booked

Budget allocation (things to consider include venue costs, activity costs, catering, drinks - Right Angle can help with all of this)

HELPFUL VENUE INFORMATION

Who will provide the Audio Visual equipment?

Is there free Wifi?

Is there free parking?

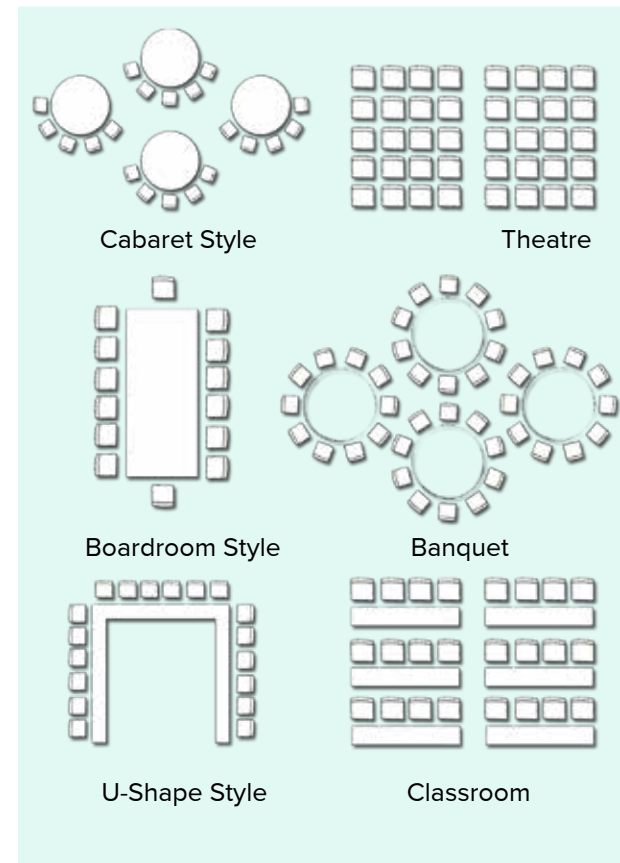
Have you told the venue what layout style you would like?

What would you like the signage to read?

What type of access is there to your function room?

What elements can guests put on the main account?

Do they have any specific restrictions?



BUILD AN EFFECTIVE TEAM



ENCOURAGE INTERACTION

A series of short meetings or events will encourage teams to interact more with each other.



PROVIDE REWARDS

Make sure your reward the team, not just individual rewards!



IDENTIFY & RESOLVE CONFLICT

Do not minimise conflicts; solve them directly as soon as they happen.



PROVIDE CLEAR DIRECTION

Your team has to have a unified sense of purpose. This sense of purpose unites the team.



BUILD RELATIONSHIPS

You might need to work with other teams because the project demands it or because your team needs it.



ENCOURAGE NEW IDEAS

Ensure ideas are always listened too and not just dismissed. This will encourage people to share their thoughts and ideas

OUR CUSTOMERS LOVE US



Right Angle surpassed all expectation!

We received a well structured, entertaining, humorous and perfectly timed team event which everyone enjoyed.

As well as delivering a great event, everyone in the Right Angle team was incredibly helpful and friendly,

Massive thank you to all at Right Angle, flawless from start to finish.

TFT Consultants



EVENT BUDGET TEMPLATE

Expenses	Estimated Cost	Actual Cost
Venue		
Room Hire	£	£
Equipment Rentals (speakers, microphones etc)	£	£
Decorations	£	£
Signage	£	£
Refreshments		
Food	£	£
Drink	£	£
Programme		
Entertainment / Presenters	£	£
Travel	£	£
Accommodation	£	£
Advertising		
Paid Advertising	£	£
Special Offers / Giveaways	£	£
Other		
Travel & Accommodation for guests	£	£
Printed Agendas / Programs	£	£
Other	£	£
Grand Total	£	£

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