

# YOUR EVENT PLANNER

Your Personal Event Planning Guide

**RIGHTANGLE**  
The Corporate Event Specialists.

# This Guide

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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. 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, informative, and that it makes your event planning that little bit easier.

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

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**[www.rightangleevents.co.uk](http://www.rightangleevents.co.uk)**

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Your Company Name

Your Event Name





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## 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
- ✓ Guaranteed quote within 24 hours Mon - Fri
- ✓ Winners of "Team Building Event of the Year"
- ✓ Personal Service
- ✓ All Events Tailored to You
- ✓ Free Venue Finding
- ✓ Money Back Guarantee
- ✓ The Corporate Event Experts
- ✓ Rated Excellent on Trustpilot

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## 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?

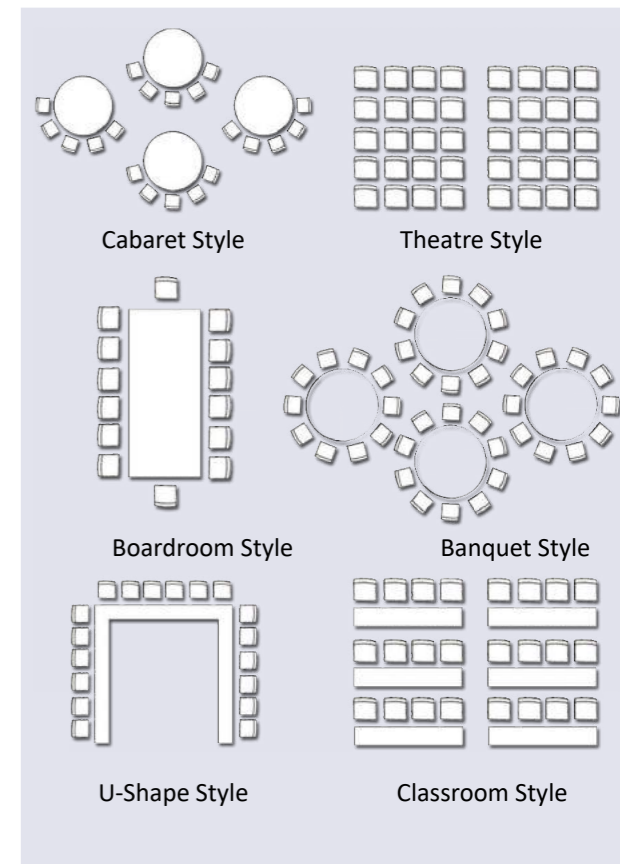
Have you told the venue what layout style you would like?

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 (drinks etc)

Do they have any specific restrictions?



## How To Build An Effective Team

### Provide a clear direction

Your team has to have a unified sense of purpose. This sense of purpose unites the team in order for the individual members to function as one. Explain this direction clearly to all of them and proceed to the next step.

### Discuss organisational support

Every goal involves utilisation of resources. All of these resources should be made available by the organisation. What these resources are and how your members can get them should be clear from the beginning.

### Define roles

This is where the concept of empowerment comes in. Specify the roles of each individual comprising the team, the degree of empowerment the team has, and your role as the authority over the direction of your team.

### Build relationships

You might need to work with other teams because the project demands it or because your team needs it. At the onset, establish a relationship with the teams who will be involved in your project so when the need arises, your team will know where to go.

## How To Build An Effective Team

### Identify and resolve conflicts

One pitfall for a team is conflict. If people can't work together, the entire project is stalled. Do not minimise conflicts; solve them directly as soon as they happen.

### Encourage interaction

You might want to consider a series of short "sizzle" meetings scheduled regularly. During these times, you need to make sure that the team interacts with one another. This fosters camaraderie and lends help to the member who might be struggling with one aspect of the job.

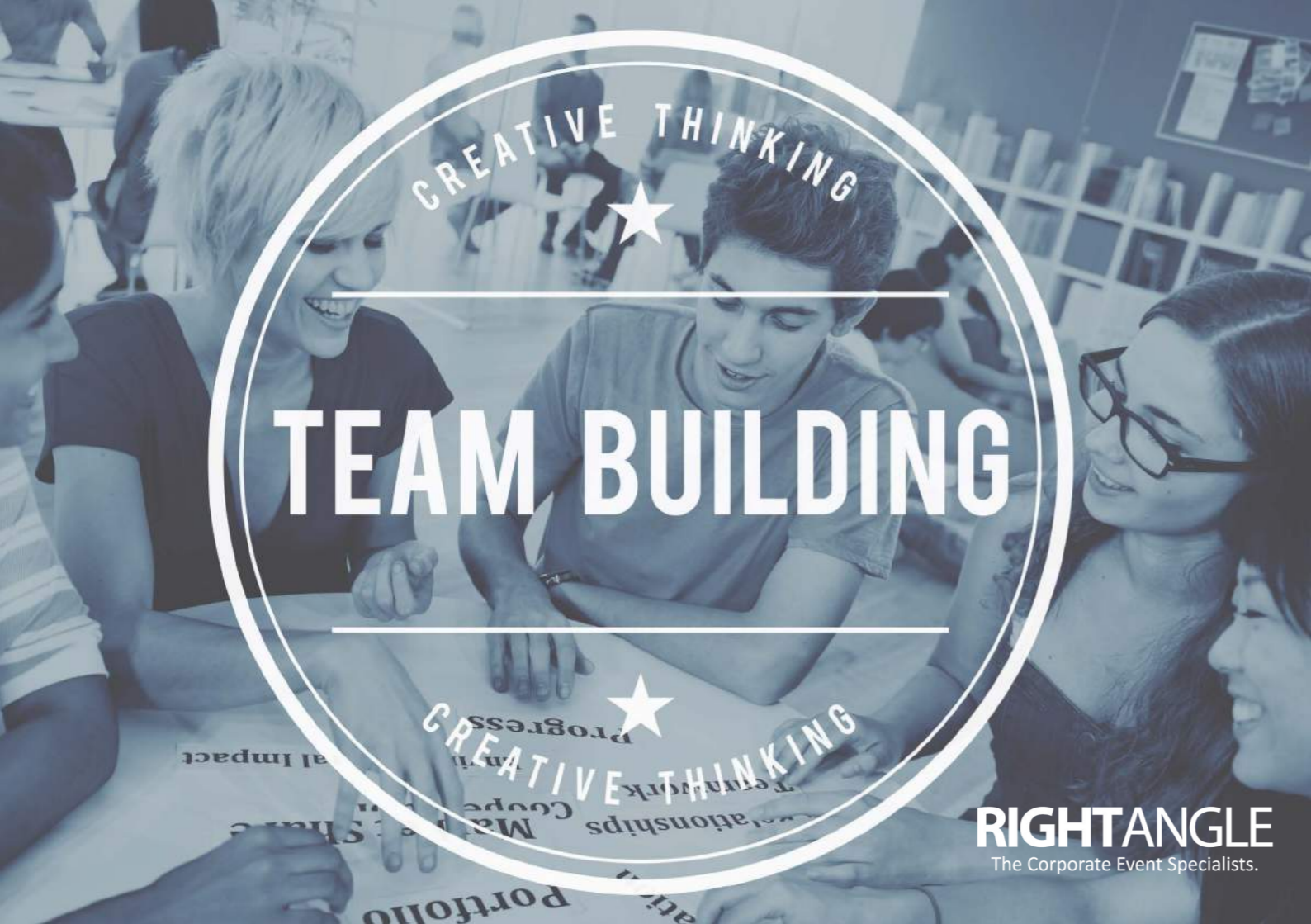
### Encourage new ideas

It might seem irrelevant but all ideas from your team should be carefully considered. Do not dismiss suggestions or ideas right away.

### Provide rewards

When working with a team, there are two types of rewards: individual and group. Specify the rewards they get under each type and how. Discuss this part before the project even starts and make sure that you deliver what was promised at the end of the project.





## Event Budget Template

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



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