The Ultimate Event Entertainment Planning Checklist

Entertainment is a key component to making your event successful, memorable, and fun for your guests. When it's time to choose what type of entertainment to include, here is a checklist with important questions to ask yourself during the planning process



1. Do you have clear objectives for your entertainment?

- [ ] E.G. INTERACTIVE, ENGAGING ACTIVITY FOR NETWORKING AND GUEST INVOLVEMENT - OR - STAGE ACT BETWEEN COURSES OVER DINNER
- [ ] This will help you determine what kind of entertainment to choose.

2. Do you know your venue capabilities & limitations?

- [ ] E.G. SIZE, AUDIO VISUAL, LIGHTING, NOISE ALLOWANCES, ETC. .
- [ ] This will help you determine what is actually feasible within the confines of the space

3. Have you considered the demographic(s) of your group?

- [ ] E.G. IF THEY KNOW EACHOTHER OR NOT, HOW CONSERVATIVE THEY ARE, AGE RANGE, CULTURAL DIFFERENCES?
- [ ] This will help you determine what is appropriate and what sort of content will land best with your audience.

4. Do you have an event schedule?

- [ ] Do you want your entertainment to be the focal point? An interruption/disruption from a packed schedule? A passive activity that people can choose to participate in at any time?

5. Have you reached out to a trusted supplier?

- [ ] If you don't have answers to the above questions, reaching out to a trusted event supplier is the best way to save time and money and GUARANTEE a successful event.

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