

GRAND REVEAL CHECKLIST

	NOTES	\$500K - \$999K	\$1 MILLION +
INITIAL PLANNING			
<input type="checkbox"/> Choose a theme		Recommended	It's a must do!
<input type="checkbox"/> Choose type of service vendors (i.e. valet)		Optional	Recommended
<input type="checkbox"/> Consider a photographer and/or videographer		Optional	Recommended
<input type="checkbox"/> Consider entertainment (live band, musician, artists, chef, mixologist, etc.)		Optional	Recommended
<input type="checkbox"/> Determine your guest list		It's a must do!	It's a must do!
<input type="checkbox"/> Plan your budget		It's a must do!	It's a must do!
<input type="checkbox"/> Make a list of potential sponsors		Optional	Optional
YOUR TO DO LIST			
<input type="checkbox"/> Communicate date with MP & branch admin		It's a must do!	It's a must do!
<input type="checkbox"/> Contact & negotiate with potential sponsors		Optional	Optional
<input type="checkbox"/> Contact & negotiate with service vendors		Optional	Recommended
<input type="checkbox"/> Edit Spacio questionnaire and follow up email		It's a must do!	It's a must do!
<input type="checkbox"/> Create/order invitations		It's a must do!	It's a must do!
- templated invite (to be sent via email or mail)		BHHS Provided	BHHS Provided
- formal printed (agent paid)		Optional	Recommended
<input type="checkbox"/> Finalize details with vendors and sponsors		Optional	Recommended
<input type="checkbox"/> Deliver/Mail your invitations		It's a must do!	It's a must do!
<input type="checkbox"/> Order/buy food, beverage, other supplies		Recommended	It's a must do!
<input type="checkbox"/> Confirm schedule for day-of-event arrivals		Recommended	It's a must do!



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WEEK OF EVENT			
<input type="checkbox"/> Place reminder calls to invited guests		Recommended	Recommended
<input type="checkbox"/> Send reminder email to invited guests		Recommended	Recommended
<input type="checkbox"/> Confirm final details with all vendors/sponsors		Recommended	It's a must do!
DAY OF EVENT			
<input type="checkbox"/> Arrive early		It's a must do!	It's a must do!
<input type="checkbox"/> Stage house (any decorations to fit the theme)		Recommended	It's a must do!
<input type="checkbox"/> Setup marketing materials		It's a must do!	It's a must do!
<input type="checkbox"/> Setup Spacio for registrations		It's a must do!	It's a must do!
POST-EVENT FOLLOW UP			
<input type="checkbox"/> Social media posts (event photos + tag vendors)		Recommended	Recommended
<input type="checkbox"/> Thank you cards (seller, guests + vendors/sponsors)		It's a must do!	It's a must do!

