

1. General information

Occasion

Date:

Time:

Venue:

Indoor/Outdoor: ☐ Indoor ☐ Outdoor ☐ Both

2. Planning & timeline

Task	Deadline	Done (✓)
Set the date		
Create guest list		
Send invitations		
Wait for responses		
Enquire venue via eventlocation-hameln.de		
Plan activities / games		

3. Guest list

Expected number of guests:

Confirmed attendance from guests

Are there guests with special needs (allergies, accessibility, etc.)?

4. Budget planning

Category	Planned (€)	Actual (€)
Venue		
Catering		
Music / DJ		
Activities		
Other		
Total		

Are guests travelling from outside the area? ☐ Yes ☐ No

☐ Hotel / holiday flat needed

How many guests need accommodation? _____

 Enquire accommodation via eventlocation-hameln.de

- ☐ Collect final responses
- ☐ Prepare music playlist / coordinate with DJ
- ☐ Finalise table plan
- ☐ Print guest list
- ☐ Emergency kit (plasters, bin bags, chargers, etc.)
- ☐ Venue walk-through and final check

- ☐ Final coordination with the venue team
- ☐ Prepare welcome speech / greeting
- ☐ Test sound system
- ☐ Have fun

