



**When planning your special event there are many details that must be taken care of. This checklist will help Sea to Sky Celebrations put together a personalized event plan that is perfect for your unique needs.**

**Please check yes, no or maybe to the following services on the checklist.**

<b>Client Name</b>	
<b>Contact Email</b>	
<b>Event Date</b>	
<b>Number of Guests</b>	

<b>Service</b>	<b>Yes</b>	<b>No</b>	<b>Maybe</b>
<b>Location</b>			
<b>Registration</b>			
<b>Event Management &amp; Coordination</b>			
<b>Budget Management</b>			
<b>Accommodation</b>			
<b>Transportation</b>			
<b>Theme</b>			
<b>Planning</b>			

<b>Design</b>			
<b>Decor</b>			
<b>Floral Design</b>			
<b>Staging</b>			
<b>Food and Beverage</b>			
<b>Printing and Signage</b>			
<b>Lighting</b>			
<b>Audiovisual</b>			
<b>Photography</b>			
<b>Rental Equipment and Supplies</b>			
<b>Live Music</b>			
<b>DJ</b>			
<b>Recreational Activities/ Entertainment</b>			
<b>Spa Facilities</b>			
<b>Health and Fitness Activities</b>			
<b>Childcare</b>			
<b>Is there anything else? Please add below.</b>			

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