

*unite all senses*

*Dedicated to harmony*

*CREATIVITY*

*freshest ingredients*

Make your guest feel as if they are at home.

# EVENT PLANNER

BY FOOD LAB EVENTS TEAM

*indulge in various blends*



## CONSIDERATIONS

### Event objectives

What is the purpose of your event?  
What elements are important to you?  
(location, food, music, entertainment, etc.)

### Guest list

Who will be attending your event?  
We recommend sending your invites four weeks out with an RSVP date one week to event.

### Timings

What should the time frame of your event be?  
Do you have speeches or presentations?  
Is this a breakfast, lunch or dinner event?

### Budget

How much do you want to spend per head?

### Menu

Will this be a seated or cocktail style event?  
Would you like a bespoke menu?  
Would you like to do a menu tasting ahead of your event?

### Beverage

Would you like to offer guests an arrival drink?  
What wine styles would you like to offer guests?  
Is BYO an option?

### Ambience

Would you like a stylist?  
Would you like flowers?  
Is music or entertainment important?

### Experiences

Would you like to enhance your event with a curated experience such as a winetasting?

Whether it's your first event, or your 100th, event planning can be stressful.

To help minimize this, we have created the ultimate event checklist.

Combine this with the expertise of our team and you'll be stress-free this event planning season.

*culinary experience*

## CHECKLIST

- SET DATE
- SET BUDGET
- INVITE GUESTS
- SELECT MENU
- CHOOSE BEVERAGES
- BOOK STYLISTS/ENTERTAINMENT ETC
- GATHER DIETARIES AS RSVP'S COME THROUGH
- CONFIRM FINAL NUMBERS FOUR DAYS BEFORE EVENT
- SEATING PLAN AND NAME TAGS IF NEEDED
- CONFIRM RUN ORDER WITH VENUE
- SEND GUEST REMINDER EMAIL DAY BEFORE

*creativity*



FOOD LAB  
LIFESTYLE RESTAURANT

*the world*



*elevate quality*

Harness imagination and the best ingredients to create the perfect dish.