



GOLDEN
MIRAGE

EVENT CHECK LIST

THE ULTIMATE EVENT CHECKLIST
FOR THE PERFECT EVENT



- EVENT BUDGET
- MUSIC : DJ OR LIVE BAND
- SELECT DATE / TIME/ EXPECTED GUEST COUNT
- RSVP INVITES
- DESSERT : DESSERT TABLE OR SINGLE CAKE
- DECOR: COLORS OR THEME EVENT
- PICTURE OPT (PICTURE AREA) CREATE MEMORIES
- INVITATIONS : LET YOUR LOVED ONES KNOW YOUR
LOOKING FORWARD TO THEIR PRESENCE
- THANK YOU GIFTS (PARTY FAVORS OR CLASSIC MINTS)
- SPECIAL VENDORS
- CATERING COMPANY
- MIXOLOGIST : PRESTIGIOUSPOURS
- COORDINATOR/ WAIT STAFF
- EVENT LAYOUT
- WHAT TO WEAR
- PHOTOGRAPHER/ PHOTO BOOTH