

Tips for finding the right event planner

After much thought, you have determined that hiring a professional event planner is a must for your big business meeting or event. The decision is final but how do you find the right person or company to get the job done and done right? Finding the right person or company depends on many factors: Your budget, the number of guests expected and your overall goals for the event, such as food, entertainment and ambiance. Here are some tips to follow when seeking out a suitable event planner who will make your event a success.

Get a Referral

It is very wise to hire someone who you know will not only do an excellent job but is honest, hard working and easy to work with. Unfortunately in today's world, there are many scams with people making a living off of those who are trusting and naive. Ask friends and family or consult your local business reference guide such as your better business bureau (www.bbb.org).

Conduct an Interview

Be sure to conduct in-person interviews with your prospective planner. Be sure to ask every question ranging from type of events they have planned, budgets they have worked with and how many years experience they have. Also don't be afraid to ask for a portfolio. Most experienced event planners will have a list of organizations and people they have worked with, including materials produced for each event including pictures.

Be upfront about your budget!

When you are given a budget to work with you cannot stray too far. Especially if you are wishing to impress management and do the most you can with the limit you are provided. Be sure to let potential event planners know what they have to work with and ask what they can do for you within your given resources. Also be sure to ask about payment requirements. Do they bill by the hour or event? Would they require a deposit? When would the balance be due and what is their required method of payment?

Determine what comes with the package

You will need to know what is included in the package. Ask about guest transportation, entertainment, security, audio visual and special effects. If these aren't included with the company, event planners should have an array of contacts. Regardless, you will need to determine what services your event will require and what you can afford.

See it for yourself

Attend one of your potential planner's events. It's wise to let the company or person know ahead of time, but seeing the work in progress will allow you to determine if the style of the planner is one you would like for your own event. There is no harm in getting a sample before purchasing the product.

Get it in writing

Never leave a meeting with a potential event planner without getting the information discussed in writing. Be sure to get all quotes and services offered in a signed agreement. You will need this information to make your final decision and cannot afford last minute changes.