

A simple guide to DIY breakfast
outdoor planning

Event Planning Scrapbook

Making Small Events Feasible



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What is Event Planning?

Event Planning involves the meticulous process of organising and coordinating gatherings, occasions, celebrations or ceremonies. This would include gatherings like breakfasts, brunches, parties, dinners, weddings, meetings, launches, trade shows, retreats/getaways, to name a few. As long as you need to bring people together to host any occasion, event planning is necessary. These events can be held indoors or outdoors, which would be the preference of the client(s).

When planning for an outdoor or indoor event choosing the best location is vital.

There are factors which must be considered to ensure its success.

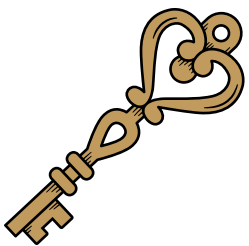
These include:

- **Accommodation** - *Can the venue comfortably house the required number of guests?*
- **Amenities** - *Are there functional restroom facilities?*
- **Parking** - *Is there a proper area for parking to avoid congestion?*
- **Accessibility** - *How easy is it for the guests to access the chosen location?*
- **Safety** - *Is the location safe for your guests?*
- **Budget** - *Is the price affordable or within stipulated budget?*

Basic Guide to Breakfast Outdoor Event

**This is where you
place all your
ideas down to
keep you on top
of planning.**

KTS - Key to Success



Always start by asking God to guide your planning. Be open to His ideas and wisdom. This is the key to your event success!

Planning Begins

Name of Event

Purpose of Event

Explain your “Why”

Location/Venue

Date

Time

Number of invited guests

Event Planning Team

When planning for the event take into account everything from inception to take down. This will aid you in organising an efficient team. Do not forget to add a clean up team.

[illegible]

Activity

List your purposeful activities here including items needed.

[illegible]

To Do List

This image shows a blank sheet of white paper designed for handwriting practice. It features two vertical columns of horizontal dashed lines. Each column contains ten rows of these lines, providing a guide for letter height and placement. The lines are evenly spaced and extend across most of the width of each column, leaving small margins on either side.

DIY Budget *This will be a DIY Event, therefore all costs will be kept to a minimum. Calculate cost of event.*

Item 

Cost 

[illegible]

Total Budget 

Plan Menu

If everyone is contributing an item, list food/drink item with name next to it. If not, list menu.

Food

[illegible]

Drinks

[illegible]

Supplies

List out every single item you need and what you think may need.

[illegible]

Decor

What is the style and vision for your event? List all items you need.

[illegible]

Invitation

State how invitations will be designed and how will they be delivered (virtually or face-to-face) including date of delivery.

Designer

Design Tool

Confirm Design with Team by

Print by (if neccessary)

Deliver Invitations by

Delivery Tool

Confirm Guest List

(Here you can list them out if you want to be very specific)

Transportation

Make arrangements for your guests who need help getting to the location.

Guest

Taxi

Cost

[illegible]

Follow-up with team

Date

Notes

Review Location

Set a date to check out the site.

Date

Notes

After site visit add your review here!

Photography

*If you are booking a professional photographer put in the information below.
You could add in more than one to choose your most affordable option.*

Name

Price

Final Choice

If you decide to use your smart phone which is a great choice, put this information below

Smartphone/Camera

Owner

Thank You Card

Create thank you cards or notes to give to your guests once the event is over. These can be designed during the invitation design phase.

Date to give cards

Layout Ideas

Add pictures and notes of how you would like the site to look.

Add pictures below

Dress Code

Giving your guest an idea of how to dress will ease the headache of the “I don’t have anything to wear” syndrome. Explain clearly what the dress code is, adding pictures to give them a visual idea.

Dress Code Explained

Dress Code Ideas

Food Sample Ideas

Earlier, you stated what your menu is. Now you can add a few pictures to bring the vision to life. Pictures can be used to share with everyone who is contribution food/drinks. This will give them a clearer idea of what the food/drink should look like, for example size; mini styled burgers.

Add pictures below

Risk Management Plan

In every event one must always plan for risk. This is planning in the event that anything, good or bad, happens. It's always good to be prepared, rather than to face the consequences of the lack thereof.

Potential Risk

How to manage risk

Example:

Rainy day

Carry Umbrellas

Important to note

Arrive early to prepare and organise
before your guests.

Conclusion and Next Steps

Now that you have completed your planning for your event, you are ready to begin seeing everything become a reality. It's now time to Execute it all. It's one thing to plan, but once that plan is done, you now have to put in the work.

Having a great team makes the dream work. Ensure that your team is effective and efficient. Always follow-up with them, but however give them the liberty to excel in their craft. Be available whenever they need help and don't forget to cheer them on.



Thank you!

**Always remember that once you know that God has called you to execute this event, He will be with you all the way to success!
You can do hard things!**



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