

Year-End Event-Planning Checklist

1. Set the date
2. Find out the budget
3. Establish the type of year-end event you're organising
4. Source the venue
5. Making it look pretty: theming
6. Catering for the function
7. Getting everyone in the party spirit - the drinks
8. Making the right noises - choosing the music
9. Book entertainment
10. Organise 'thank-you' speeches and awards
11. Adding a touch of sparkle - enhance your event
 - a. Hire a photographer
 - b. Put together goody bags
 - c. Have a cloakroom
12. Visualise the event
13. Organise transportation and/or accommodation
14. Invite the guests
15. Create the table plan
16. Put together a full itinerary
17. Managing the event with suppliers and on the day

Need car hire or direct transfers to your year-end function?

Go to www.firstcarrental.co.za to get a car hire quote or book online. Have multiple bookings? Save time and reach out to First Car Rental Customer Services directly at info@firstcarrental.co.za