
CHECKLIST EVENT

There is much to consider when planning an event – whether it be an exhibition, a gala dinner, a conference or a product launch. Here is a checklist that may be helpful so nothing is overlooked. At Kajskjul 8, we normally arrange events for 100 guests and above. Of course we are here to help you with both planning and implementation. Together, we ensure that your event is an unforgettable success.

THE VENUE

- Audio/Visual equipment needed?

- Projector and screen

- Time for set up and break down

- Theme for the day/evening

- Decorations

- Flags, roll-ups, backdrops, etc

- Delivery of goods

- Tableware and furnishing

- Entertainment

- Lecturer

- Dance

- DJ, lighting

DINNER AT NIGHT

- Registration counter

- Timetable

- Welcome drink and snacks

- Menu

- Drink vouchers

- Responsible person on site

- Seating arrangement

- Menu cards on the tables

- Food for artists and rigging staff

- Food allergies, vegetarian, vegan

- Exact number of guests

- Level of security

- What should be included in the package for the guests and what should the guests pay for themselves?
