

PRACTICAL CHECKLIST 08

Turn your event objective into a useful brief.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD

1. Define

Needs + services

>

2. Check

Documents + questions

>

3. Share

Brief + quote

☐ Priority

Expected outcome for the team
Approved main objective

☐ Group

Headcounts, roles and practical needs
Useful information without sensitive data

☐ Programme

Sessions and expected deliverables
Spaces and technical services to check

☐ Constraints

Period, destination and budget
Fixed points and flexibility

☐ Services

Existing choices and services to complete
Entrusted scope and approvals

☐ Review

Indicators linked to the objective
Owner and follow-up time

NOTES FOR YOUR EVENT BRIEF

Dates, attendees, destination: _____

Services already chosen: _____

Additional services needed: _____

The Sourcing Force team is here to help

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Read the article: events.sourcing-force.com/en/blog/event-brief-objectives/

Request a quote >