

PRACTICAL CHECKLIST 01

Event budget: prepare a complete quote.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD

1. Define

Needs + services

>

2. Check

Documents + questions

>

3. Share

Brief + quote

☐ Transport

Journeys, transfers, waiting and deliveries
Departure points and times

☐ Technical services

Equipment, configuration and support
On-site and remote needs

☐ Schedule

Setup, dismantling and overtime
Full period of use

☐ Catering

Meals, breaks, service and constraints
Headcount and programme

☐ Conditions

Taxes, cancellation and changes
Approvals and deadlines

☐ Coordination

Services and exclusions
Services actually entrusted

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-budget-hidden-costs/

Request a quote >