

PRACTICAL CHECKLIST 04

Keep your trusted event suppliers.

Check these points before requesting a quote.



THREE STEPS TO MOVE FORWARD

1. Define

Needs + services

>

2. Check

Documents + questions

>

3. Share

Brief + quote

☐ Existing choice

Supplier and service concerned
Preference, proposal or commitment?

☐ Services

Inclusions, timings and interfaces
What scope is already covered?

☐ Documents

Reference, version and applicable agreements
Which conditions still need checking?

☐ Additions

Services and needs still open
What do you want to entrust?

☐ Responsibilities

Contact and approver per service
Who approves changes?

☐ Sharing

Requirements summary and authorised documents
Which information is necessary?

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/keep-existing-event-suppliers/

Request a quote >