



## Décor Checklist

### One Year - Eight Months Out

- Build Committee
- Review the How to Guide – Venue Selection
- Visit event venue and discuss décor guidelines
- Decide on theme and color scheme
- Work with event chairs to determine a décor budget

### Six Months Out

- Determine if using professional florist
- Visit the rental company to view décor items
- Request number of volunteers needed from Volunteer Chair
- Sign-off with venue owners on décor plan

### Four Months Out

- Confirm list of rental items with Venue Committee – Sign rental contracts
- Decide on centerpieces (see WW&S How To for ideas)
- Create a mock-up table setting
- Check in with other event committees to make sure their décor needs are covered

### Two Months Out

- Finalize list of materials and timeline for set-up

### One Month Out

- Get a list of set-up volunteers and their contact info
- Send any vendors (flowers, signage, etc.) event location, directions, and set-up timeline
- Purchase/gather all décor materials and sort into areas (i.e. Check-In, Auction Table, Dining Tables, KTC, Stage)
- Plan transport of materials to event venue

### Two Weeks Out

- Request payment checks (from charity) for vendors who made need payment day of the event



## Décor Checklist

### One Week Out

- If you have any doubts, reconfirm with volunteers and vendors
- Check in with Communications Committee about signage placement

### Day of Event

- Greet volunteers and vendors and direct set-up of décor
- Double check table settings and signage – troubleshoot any last-minute changes

### After Event

- Return any leftover décor supplies to charity
- Return any supplies left behind by vendors (i.e. flower vases, mirrors, etc.)
- Write down any notes and tips for next year's décor committee