



# Mrs. H.'s Event Planning Tips

Mrs. H. has been making dreams come true since 1980. In her role of planner, she has served as trusted advisor, confidante, counselor, and family mediator. From multi-cultural weddings, conferences, proms, Sweet 16s, Bat Mitzvahs, movie and film shoots to festivals with more than 5,000 guests, Mrs. H. has planned – and seen - it all. To date, she has made more than one million dreams come true! Fortunately for the rest of us, this qualified expert enjoys bestowing her best practices for successful event planning.

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## March: Lucky Event Planning Tips

With so many reminders of luck throughout the month of March, I feel inspired to share my lucky event planning tips.

Granted, it takes more than luck to achieve the perfect event, but imagine how lucky you'll feel by having your special day go exactly as planned without a hitch! Following are suggestions for pulling off a distinctive and memorable event your guests will enjoy and speak about for years.

Regardless of your type of event, from a refined corporate meeting to an elaborate birthday soiree, know your budget! But how can you know your budget when you don't know what things cost or even where to begin? It's easy - here's how:

1. Start by creating a list of what you'd like to have at or include in your event. Write it all down – from the practical to the wild and crazy. Some common categories are venue, invitations, flowers, cuisine/food, entertainment, etc. I like to use a spreadsheet to build my list - it's an easy visual to compare items and see all of my options.
2. Prioritize your list in terms of “must haves” versus “like to haves.”
3. Many people tackle each category one at a time. For example, florists. You might get a price for exotic orchids and compare it against less expensive but nonetheless equally lovely daisies... & get price quotes from several florists.
4. Avoid “hidden” charges! Specifically ask if there are any. For example, some venues charge an additional site rental fee, valet fee, etc. For the record, the Grand Prospect Hall doesn't charge these fees for most events. But keep in mind all venues charge tax plus service, so be sure to ask for the bottom line price!
5. Once you have all options recorded in your spreadsheet, you can see the cost range of your budget. If it seems a little more than you anticipated, it's easy to play with your options according to your priority items. Perhaps you might select fewer party favors to accommodate the cost of your preferred food or flowers.

This process may sound tedious to some, but it definitely mitigates - if not eliminates - surprises. You'll feel lucky and all of your guests will think you're very lucky for what will appear to be a seamlessly well-run event!