ASYAD JOURNAL | EVENT PLANNER

A printable brief for approximately 10-40 guests

1. EVENT BRIEF

Event name and reason for gathering: _____

Event date / backup date / times: _____

Expected attendees and room layout: _____

Goal and success measure: _____

Event owner / phone / on-site decision-maker: _____

2. VENUE & ACCESS CHECKS

[ ] Exact capacity confirmed in planned seating layout

[ ] Accessible route, washrooms and guest arrival instructions checked

[ ] Catering menu, dietary needs and food service location agreed

[ ] Screen, microphones, reliable internet and presentation test agreed

[ ] Quote states setup, teardown, taxes and cancellation terms

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Use confirmed written quotes; all figures are in Canadian dollars

3. BUDGET WORKSHEET

Venue / furniture:	$ _____
Catering: guest count x quoted per-person rate:	$ _____
Audio, video and technical support:	$ _____
Signage, materials and printing:	$ _____
Extra staffing or other supplier fees:	$ _____
SUBTOTAL:	$ _____
Contingency (for example 10%):	$ _____
HST on applicable taxable purchases (confirm):	$ _____
ESTIMATED TOTAL:	$ _____

4. VENDOR QUOTE COMPARISON

Option A: venue / inclusions / date: _____

Option B: venue / inclusions / date: _____

Important differences: _____

Selected venue and reasons: _____

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Copy the enquiry and assign responsibilities before event day

5. REQUEST A QUOTE - EMAIL TEMPLATE

Hello, we are planning a corporate gathering for approximately 30 guests in Mississauga. Please quote the date, layout and services listed below.

Date and time on site, including setup: _____

Preferred seating, AV and hybrid needs: _____

Catering requirements and accessibility needs: _____

Please confirm the specific space, full capacity in our chosen layout, what is included, tax, deposit, cancellation terms and total costs.

Thank you - please include visitor directions and accessibility details.

6. EVENT-DAY OWNERS

[ ] Coordinator / venue contact: _____

[ ] Presenter / AV lead: _____

[ ] Guest registration / directions: _____

[ ] Catering / dietary labels: _____

[ ] Follow-up owner / feedback and next action: _____