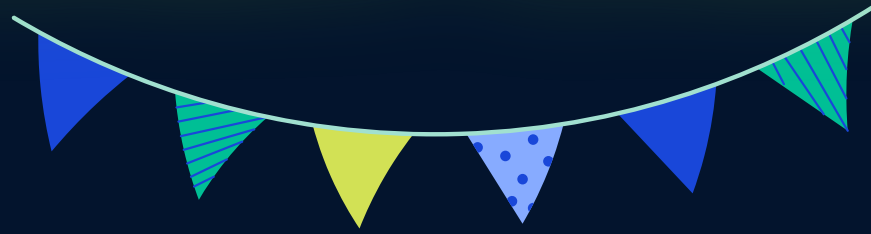


THE BASH™

Pre-Event Checklist



here are the top things to consider in the days leading up to your event:

CONTRACTS

If you have a contract, make sure both parties have signed and dated copies.

SCHEDULE

Review and discuss the event timeline to make sure things go smoothly.

VENUE SPECIFICS

Discuss information such as directions, parking, an entrance, etc.

WEATHER

If possible, share any rain/weather contingencies in advance.

ATTIRE

Black tie, casual, whatever it may be, talk about it prior to your event.

FOOD/DRINKS

If you'll be providing (or not) avoid any awkward moments by talking prior.

OVERTIME

Rates should be discussed and agreed upon in advance.

FINAL PAYMENT

Method of payment should be agreed upon beforehand.

CONTACT INFORMATION

Be sure to double check the best contact information in case of any last minute updates.

NEED HELP WITH YOUR BOOKING?



866-342-9794



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