

Sample Event Run-of-Show

DON'T HOST A PARTY, HOST A MEMORY.

Dale's Beach Bash

August 16, 2008, 7PM.

East Hampton, New York

August 15th, Evening Before Event:

- ✦ 4PM: Print menus and specialty cocktail drink cards for bar.
- ✦ 5PM: Prepare homemade dishes and store overnight appropriately.
- ✦ 7PM: Wrap party favors

August 16th, Day Of Event:

- ✦ 10AM: Wine and spirits are delivered. Begin chilling all beverages.
- ✦ 11AM: Beach tent and party rentals arrives. Set up begins on beach.
- ✦ NOON: Tent, tables/chairs set up complete.
- ✦ 1PM: Pick up flowers from florist and any last minute items.
- ✦ 3PM: Ice delivery and catered dishes arrive. Store appropriately.
- ✦ 4PM: Set out flowers centerpieces, linens, flatware and other décor elements.
- ✦ 5PM: Head inside to get glamorous for beach party!
- ✦ 6PM: Hostess helpers arrive. All help light candles, put on mood music and open a few bottles of chilled wine. Set out cold appetizers and treats to greet guests.
- ✦ 6:50: Make sure camera is ready and take a few pre-party shots.
- ✦ 7PM: Guests arrive.
- ✦ MIDNIGHT: Fireworks display begins.