

✨ The Essential Event Planning Starter Checklist

Your first step to a seamless, meaningful, and stylish celebration — made by Kathana.

1 ☐ Define Your Budget Thoughtfully

Before you fall in love with a venue or vendor, ground your plans with a realistic and intentional budget.

- ✓ What's your total working budget? (Ex: ₱250K–₱400K)
- ✓ Who's contributing — you, partner, parents?
- ✓ Allocate approximate percentages for venue, food, styling, etc.
- ✓ Include at least 10% as a buffer for surprises or upgrades.

💡 **Tip:** Budget isn't just about limits — it's about value and priorities.

2 ☐ Set Your Non-Negotiables

Every event is unique. Get clear on what matters most to you.

- ✓ Is there a dream venue you've always wanted?
- ✓ Do you want a specific photographer or stylist?
- ✓ Would you prefer a band, a DJ, or both?
- ✓ What "feeling" or theme do you want guests to remember?

💡 **Tip:** Knowing what you won't compromise on helps everything else fall into place.

3 ☐ Draft Your Guest List

Even a rough headcount will guide your decisions.

- ✓ Will it be intimate (30–50 pax), mid-sized (80–100 pax), or grand (150–200+)?
- ✓ Are there non-negotiable VIPs or relatives from abroad?
- ✓ Consider how guest size impacts venue space, catering, and even your program flow.

💡 **Tip:** You can always revise later — but start with a number.

4 ☐ Choose Your Target Date

Start with a dream date, but prepare to be flexible.

- ✓ Check availability of your top venues and suppliers
- ✓ Consider weekday or off-peak options for potential discounts
- ✓ Keep 1–2 alternate dates just in case
- ✓ Check your personal calendar for major conflicts

💡 **Tip:** The right date sets the tone — give yourself enough lead time to plan with grace.

5☐ **Talk to a Coordinator (So You Don't Burn Out)**

No, you don't have to do this alone. A great coordinator helps you:

- ✓ Organize your timeline and to-dos
- ✓ Communicate with vendors
- ✓ Stay on budget
- ✓ Troubleshoot and manage the chaos behind the scenes
- ✓ Focus on what truly matters: celebrating your moment

💡 **Tip:** The earlier you bring in your coordinator, the better your entire planning experience will be.

Bonus: Your Planning Toolkit

Start a digital folder or printed binder with:

- Pegs for styling, dress, invites
 - Vendor contact info
 - Contracts & receipts
 - Notes from meetings
 - Timeline & payment schedules
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✨ **Remember:** Planning your event isn't about perfection — it's about creating moments that reflect *you*. Let this checklist guide you to a celebration that's beautiful, joyful, and truly yours.

📧 **Need a personalized approach? Message Kathana Events — we'd love to co-create your vision.**