



Leslie
Berke
Consulting

Powerful events that empower people

10 Questions to Ask Before Hiring a Corporate Event Planner

1. How long have you been planning corporate events, and can you tell me about an event you planned that was similar to mine?
2. What is your process for selecting and managing vendors, suppliers, and venues for corporate events?
3. How do you handle unexpected challenges or changes that come up during the planning and execution of a corporate event?
4. Walk me through your budgeting process, including how you prioritize expenses and manage costs.
5. How do you incorporate branding and messaging into the design and theme of corporate events?
6. What measures do you take to ensure the safety and security of attendees?
7. If our budget allows for this, how will you incorporate technology and multimedia elements into events to enhance engagement and interaction?
8. How do you measure the success of corporate events, and what obstacles, if any, do you see with our plan that could potentially keep the event from being successful?
9. How do you tailor your services to meet the unique needs and preferences of different corporate clients in different industries?
10. When you send me a proposal, how much time will I have to decide whether to work with you?