



THE ENCORE
GOOD VIBES DESERVE AN ENCORE

— MIDRAND, GAUTENG, SOUTH AFRICA

THE ENCORE

Event Planning Guide

PLAN WITH CONFIDENCE. CELEBRATE WITH EASE.

GOOD VIBES DESERVE AN ENCORE

WELCOME

Plan with confidence. Celebrate with ease.

Welcome to The Encore Event Planning Guide. Use it to organise your event from the first idea through to the big day — fill it in by hand or on screen, and share it with the people helping you plan.

Whether you are planning a wedding, birthday celebration, corporate function, conference, private celebration or special occasion, a clear plan makes every step simpler.



INSIDE THIS GUIDE

- ✓ Event details
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- ✓ Event timeline
- ✓ Supplier checklist
- ✓ Guest list
- ✓ Budget planner
- ✓ Event day checklist
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- ✓ Booking with The Encore

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Event details

EVENT TYPE

EVENT DATE

EVENT START AND END TIME

NUMBER OF GUESTS

PREFERRED VENUE / SPACE

ESTIMATED BUDGET

THEME OR STYLE

KEY PRIORITIES FOR THE EVENT

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Contact information

EVENT ORGANISER

PHONE

EMAIL

SECOND CONTACT (NAME AND PHONE)

THE ENCORE

The Encore

Midrand, Gauteng, South Africa

PHONE / WHATSAPP

077 432 3599

EMAIL

bookings@encoremidrand.co.za

Event timeline

General planning guidance — adjust the timing to suit your event. Confirm venue-specific arrangements with The Encore events team.

12+ weeks before

Set your date and rough budget · Decide the guest count · Check venue availability · Draft a guest list

8–12 weeks before

Confirm your venue and date · Pay the booking deposit · Shortlist suppliers · Send save-the-dates

4–8 weeks before

Confirm catering, décor and entertainment · Book photography or videography · Send invitations

2–4 weeks before

Follow up on RSVPs · Confirm dietary needs · Finalise the programme · Confirm supplier arrival times

1 week before

Confirm final numbers · Share the running order · Prepare payments and supplier contacts

Event day

Arrive early for set-up · Walk through with suppliers · Enjoy your event

Supplier checklist

SUPPLIER	NAME / COMPANY	CONTACT	BOOKED
Catering			☐
Décor			☐
Photography			☐
Videography			☐
Entertainment			☐
Music / DJ			☐
Transport			☐
Invitations			☐
Guest management			☐
Other suppliers			☐

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Budget planner

ITEM	ESTIMATED (R)	ACTUAL (R)
Venue		
Catering		
Décor		
Photography		
Entertainment		
Transport		
Other		
TOTAL		

Tip: keep a small buffer for last-minute costs. For The Encore package pricing, see the Packages & Pricing Guide.

Event day checklist

Venue

- ☐ Arrival time confirmed
 - ☐ Access and parking arranged
 - ☐ Layout agreed
-

Décor

- ☐ Décor delivered and set up
 - ☐ Signage in place
-

Catering

- ☐ Menu and numbers confirmed
 - ☐ Dietary needs shared
 - ☐ Service times agreed
-

Music

- ☐ Sound check done
 - ☐ Playlist or DJ brief shared
-

Photography

- ☐ Shot list shared
 - ☐ Key moments and people noted
-

Guest arrival

- ☐ Guest list at the entrance
 - ☐ Someone to welcome guests
-

Programme

- ☐ Running order shared
 - ☐ Speeches and key moments timed
-

Final checks

- ☐ Suppliers paid or scheduled
 - ☐ Emergency contacts to hand
-

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

THE ENCORE

Ready to plan your event?

Check availability for your preferred date, book online, or speak to our events team.

The Encore

Midrand, Gauteng, South Africa

PHONE / WHATSAPP

077 432 3599

EMAIL

bookings@encoremidrand.co.za

LOCATION

Midrand, Gauteng, South Africa

WEBSITE

encoremidrand.co.za



READY TO PLAN YOUR EVENT?

Let us host your next event

Secure your preferred date — a 50% deposit confirms your booking.

CHECK AVAILABILITY

BOOK NOW

WHATSAPP THE ENCORE