PRINT

THE ENCORE



EVENT PLANNING GUIDE

AUSTIN VIEW · MIDRAND · GAUTENG

Plan with confidence, *celebrate with ease*

A practical checklist and timeline to help you plan your event at The Encore Midrand.

www.EncoreMidrand.co.za

PLANNING TIMELINE

Your event, *step by step*

3–6 MONTHS BEFORE

- [ ] Set your budget and estimated guest numbers
- [ ] Choose your event date (and a back-up date)
- [ ] Check availability and book a venue viewing
- [ ] Choose a package and pay your deposit to secure the date

2–3 MONTHS BEFORE

- [ ] Confirm catering options and dietary needs
- [ ] Book entertainment, DJ and sound equipment
- [ ] Plan décor, theme and photography
- [ ] Reserve accommodation for out-of-town guests

1 MONTH BEFORE

- [ ] Send invitations and track RSVPs
- [ ] Share your run-of-show with our team
- [ ] Confirm seating layout and special requirements
- [ ] Finalise your guest list

FINAL WEEK

- [ ] Confirm final numbers with The Encore
- [ ] Settle the balance before your event date
- [ ] Confirm arrival, set-up and supplier times
- [ ] Prepare speeches, playlists and key moments

> Larger events such as weddings and corporate functions benefit from starting earlier. Popular dates, including the festive season, book up quickly.

EVENT TYPE CONSIDERATIONS

Plan for *your occasion*

Weddings

Ceremony and reception flow, photography moments, speeches, first dance and guest accommodation.

Corporate & conferences

Seating style, presentation and sound needs, catering breaks, branding and parking for delegates.

Birthdays & private parties

Theme and décor, VIP seating, music and entertainment, cake and catering.

Showers & family events

Reserved seating, mocktail station, décor and a relaxed timeline for guests of all ages.

Venue & guest numbers

- ✓ Estimate guests early — capacity guides the right space
- ✓ Allow space for a dance floor, stage or buffet
- ✓ Consider indoor and outdoor flow
- ✓ Plan parking and arrival times

Catering

- ✓ Platters, snack trays or premium catering
- ✓ Beverages, mocktails or bottle service
- ✓ Dietary and special requirements
- ✓ Confirm any outside vendors with our team in advance

ENTERTAINMENT, SOUND & DÉCOR

Set the *mood*

Entertainment

- ✓ DJ or live performance
- ✓ MC and programme
- ✓ Playlist and key songs

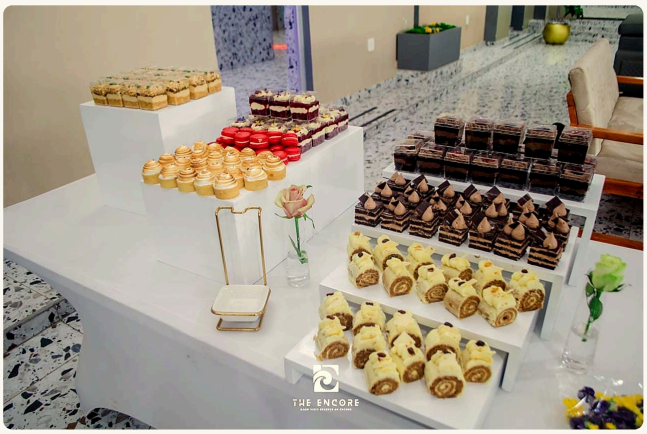
Sound requirements

- ✓ Speeches and microphones
- ✓ Music volume and coverage
- ✓ Stage and DJ setup

Décor

- ✓ Theme and colour palette
- ✓ Table settings and centrepieces
- ✓ Lighting and focal points





Event-day run-of-show

TIME	MOMENT	RESPONSIBLE
__:__	Supplier arrival & set-up	
__:__	Guest arrival & welcome	
__:__	Speeches / programme	
__:__	Meal service	
__:__	Entertainment & dancing	
__:__	Close & departures	

YOUR CHECKLIST

Before you *book*

- [ ] Event type and date confirmed
- [ ] Budget agreed
- [ ] Guest estimate
- [ ] Venue viewing booked
- [ ] Package selected
- [ ] Deposit paid (50%)
- [ ] Catering confirmed
- [ ] Sound and entertainment booked
- [ ] Décor and photography arranged
- [ ] Accommodation reserved
- [ ] Invitations sent
- [ ] Final numbers confirmed
- [ ] Balance settled
- [ ] Run-of-show shared

Notes

Plan it with The Encore

Our team will guide you from first enquiry to event day — venue, packages, sound and accommodation.

CHECK AVAILABILITY | BOOK YOUR EVENT | WHATSAPP US

CONNECT WITH OUR TEAM TODAY

Let's plan your *Encore*

Book a viewing by appointment or send your event details for a personalised proposal.

BOOK YOUR EVENT | CHECK AVAILABILITY | WHATSAPP THE ENCORE

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THE ENCORE

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