

Ideas

WORTH **MILLIONS.**
START NOW.



You
can

TOTALLY **DO THIS**

WHO IS **ZORI**?

- > **Business events planner.**
- > **Licence owner for Business Cafe Slovenia**
- > **Inspirational creator of projects and brands**

A LITTLE BIT **ABOUT ME?**

One person, lots of opportunities.

I'm an entrepreneur that creates new opportunities and builds bridges between unrelated paths. Your brand is my inspiration and I'm more than happy to help you step up your level of recognition and success. If Nokia connects people, I upgraded the idea to also connect their ideas and businesses. My life's happiness is to be acquainted with good and special people while creating something unique and they will help you grow and succeed. Cherish that kind of surrounding and don't take everybody around you for competition - connect with them and make it easier for yourself to create ideas and accomplish them. What is my accomplishment? Being a guest at your own event.

A successful event planner can show his skillfulness mostly when things don't go as planned and situations go out of hand. A great one stays calm no matter what the situation is, have faith.

Watch me implement your ideas with an intelligent approach of turning a plan into action.

I'LL CREATE,
YOU'LL CELEBRATE.

Z.

Get up.
Clear your desk.
Tie your hair.
And just start.

PLANNING AN EVENT

> NAME OF THE EVENT _____

> GENERAL INFORMATION

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
WHAT				
DATE				
TIME				
LOCATION				
GOAL				
THEME				

> PARTICIPANTS _____

> ELEMENT OF SURPRISE

(event features that will change and impress the guests) transformation

> LOGISTICS

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
PARKING SPACE				
TENT				
TABLES				
BENCHES				
SIGNALS				
WASTE				
REST SPACE				

> CATERING

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
FOOD				
DRINKS				
SNACKS				
OTHER				

> STATIONERY

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
INVITATIONS				
TICKETS				
PENGUIN				
PROGRAM				

> DECORATION

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
DECORATION (color scheme)				
GAME PRIZES				
WELL DONE FAVOURS/ SERVICES				

> PARTY

	PROVIDER	SPECIAL INSTRUCTIONS	COSTS	RESPONSIBILITY
DJ or BAND				
CEREMONY				
OTHER ACTIVITIES or PARTY				

> AGENDA

Add date or time when the providers are assured and plans confirmed.

DATE/TIME	ACTIVITY	RESPONSIBILITY
	ACCOMMODATION	
	GUEST ARRIVAL	
	WELCOMING INTRODUCTION	
	PARTY	
	MEAL	
	EVENT CLOSURE	
	CLEANING	

> ACCESORIES

SUBJECT	RESPONSIBILITY
PROJECTOR	

> KEY CONTACTS

Names, phone numbers and email addresses of event board members.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

> DON'T FORGET
 Send thank you notes to all providers, employees, volunteers, sponsors, participants), application/fill form for public meeting/event and event authorization, event security.

Now

MAKE YOUR DREAMS
COME TRUE.

AND DON'T FORGET
TO **ENJOY!**



www.zoryevents.com