# Corporate Event Vendor Management

This playbook describes the process of identifying, choosing, and managing vendors for a corporate event. It outlines steps from the initial search to the final coordination to ensure a successful collaboration and event execution.

### Step 1: Define Needs

Identify the types of services and goods needed for the event. Consider catering, audio/visual equipment, decoration, and any special requirements that match the theme and objectives of the event.

### Step 2: Research Vendors

Search for vendors who can provide the necessary services and goods. Use online platforms, industry recommendations, and previous experience to create a list of potential vendors.

### Step 3: Request Quotes

Contact the list of potential vendors to request detailed quotes. Ensure that the quotes include pricing, timelines, and descriptions of the services or goods they offer.

### Step 4: Evaluate Options

Compare the quotes and evaluate options based on price, quality, reputation, and past client experiences. Check references if necessary and ensure each vendor can meet the event's requirements and deadlines.

### Step 5: Negotiate Terms

Once a shortlist is established, negotiate terms with the preferred vendors. Discuss pricing, payment schedules, cancellation policies, and any customization needed for the event.

### Step 6: Confirm Selection

Make final vendor selections and send out confirmations. Ensure that each vendor has a clear understanding of their role and responsibilities for the event.

### Step 7: Coordinate Details

Work closely with vendors to coordinate the details of their services. Provide a schedule, layout of the venue, and a point of contact. Communicate specific event details to avoid any misunderstandings.

### Step 8: Monitor Progress

Regularly check in with vendors to monitor progress and maintain open lines of communication. Resolve any issues promptly and ensure that all parties are on track for successful event execution.

### Step 9: Finalize Preparations

Shortly before the event, finalize all preparations with the vendors. Confirm delivery times, set-up processes, and that all contractual obligations have been met.

### Step 10: Event Execution

During the event, ensure vendors are executing their roles as agreed. Handle any on-the-fly adjustments and coordinate efforts to address any unforeseen circumstances.

### Step 11: Post-Event Review

After the event, conduct a review with each vendor to discuss their performance. Provide feedback and acknowledge what went well, as well as any areas for improvement.

## General Notes

### Budget

Always keep the event budget in mind when selecting vendors, as it will guide which vendors you can afford and determine negotiation boundaries.

### Vendor Contracts

Ensure that all agreements with vendors are put into writing. Signed contracts should outline all key details, responsibilities, and contingency plans.