



EVENT BIBLE



Customizing your Event Bible

Whether you're the mom who's trying to keep all of her kids upcoming parties in order or the professional planner who's trying to keep their events organized, this is for you! The Event Bible is the ultimate house for ALL items relating to your upcoming events. Once the events are finalized (programs have completed, payments have been made, etc.) I file them elsewhere. The Event Bible is for any current and upcoming events you have booked or pending. Below is how I organize my Event Bible.

Cover

Similar to your event binder, you will want to create a branded cover page with your name. If this is for a business, use your name, title, business name, and logo. In bold letters, title your binder.

EVENT BIBLE

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T O N E Y
C O N S U L T I N G



This binder stays in your workspace. This is any office you utilize to work. *Note: your Event Bible does not go with you anywhere else. This should stay on your desk as a means to keep track of ALL events/clients current and upcoming.*

The great part about having an Event Bible is the ability to transfer any event/client information into your event binder for current use. It avoids double printing and is eco friendly!



ORGANIZING



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Organizing Your Bible

When selecting a binder for your Event Bible, ensure you are utilizing a 2-3 inch binder. You'll appreciate the space you have as the more events you take on, the more information you'll need to store.

Now that you have your binder and have created your cover page, it's time to start organizing the inside of your Bible. You'll want to make sure you organize each tab by MONTH. There are standard dividers you can find at any office supply store that already have the months separated for you.

Within each month you will want to organize your events/clients by date. You want to avoid having too many tabs. I utilize blank dividers and write in the clients name and event date(s) and organize them that way within each month.

JANUARY

Client Name | Date(s)

Client Name | Date(s)

FEBRUARY

Client Name | Date(s)

MARCH

Client Name | Date(s)



CONTENT



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Content to Track

You'll want to keep track of most pieces of each event. Unless it's an extremely important email, you won't need to keep any email correspondence in these files. Below is a list of the types of content you'll want to print and insert into your Event Bible.



Proposals (including any revisions)



Signed Contract(s)



Vendor Contract(s) (including requirements and any additional notes)



Transportation

(if you're organizing transportation, make sure to include contracts from the transportation company as well as any manifests)



F&B Menue(s) (anything requested or scheduled for food and beverage)



Guest List



Diagrams



Happy Planning!



Customizing your Event Bible

It's as easy as that!

If you have questions regarding specific pieces you should keep track of, check out my other freebie "Customizing Your Event Binder". I get into specifics on the documents you should track and ideas on how you can set them up.

If you've followed me this far, you know that I am old fashioned when it comes to paper. I love the option to print out materials and content that I need to keep track of. In addition to my Event Bible, I also keep these documents on my computer. However, with technology comes risk. If your computer crashes, or if your documents get deleted you have the paper backup just in case. I do promote e-filing and saving trees, however I also have my own processes that are proven to work. Each person has their own process. I encourage finding what works for you!

Happy Planning!

