

# Catersource + The Special Event™

## Words of Love: It's in the Timeline

Making sure Vendors are seen and heard to  
planners when collaborating on Timeline  
Documents

# Why are you here today in this Room?

- Timeline Missing information
- Timeline has too much information
- Timeline is hard to read
- Missing communication with planners and vendors
- Team Mentality

# For the Planners: Keep In Mind While We Start

We Listen and We Don't Judge.

# Photographer: Lauren Maria Photo + Film



# Florist (and former Venue Owner): Disch Events





## Catering (and Former Venue Manager): Vanessa Vass Schuster



# Rentals: Deseree Hierholzer

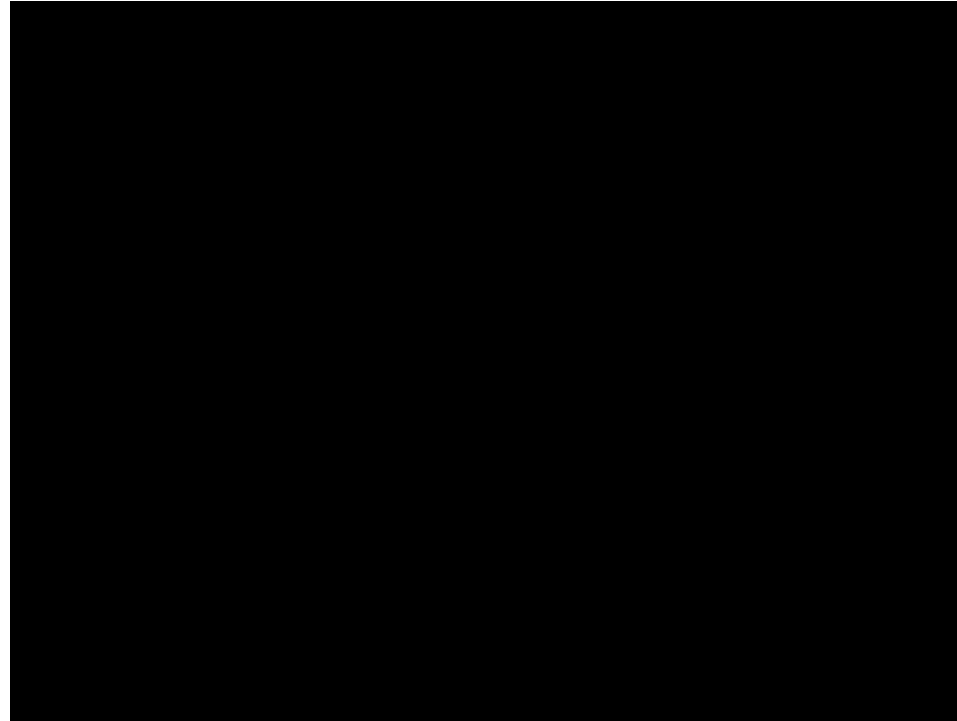


# Is Your Timeline Hurdle That There's Not Enough Information?





Or too much information?



# Question 1

1a. When do you prefer to receive the timeline document?

1b. How are you reading/what are you looking for?

## Question 2

Why is it important for planners to call out the changes that they made on each timeline?

# We can always be learning

Good Morning All,

I'm excited to see you on the other side of this Snowmagedon happening tomorrow lol

Here is the most recent timeline.

Please note:

- If you haven't done so already, please send me a day of cell for your company rep
- The Wednesday Evening Party will now be **INSIDE AT THE W on the 2nd floor**
- Thursday Evening Event: 800 Congress will now open at 11:00 AM so this has adjusted the arrival times of Bright, Ilios and Party at the Moontower

Don't be overwhelmed by the 38 Pages of FUN :) **Remember to HIT CTL + F and type the name of your company.** If what I wrote about you does not match your paperwork, let me know and we'll make the necessary changes. |

**If you haven't been paid yet, please let me know ASAP**

Obviously

*Kind regards,*



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## Question 3

Do you have Final Detailing Documents?

- Why is it important to have/do both



# Remember



## Question 4

When ideally would you like to start receiving information as it pertains to your timing that day?

## Question 5

What are some key details you see missing from a lot of timelines

## Question 6

What about breakdown?

- Is there a detailed description of it
- Why is it important to call these elements out?

# Have you gotten your Search Ticket Yet?



The Shorely

951 Seabreeze Blvd, Fort  
Lauderdale

Wednesday, February 26

8:00pm - 11:00pm

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