

*Here are some questions you might want to consider when interviewing an Event Planner:*

*PBM Events and Rentals LLC*

1. What experience do you have in planning events?
2. What services do you offer?
3. What is the average cost of your services?
4. What elements must be considered before you start planning an event?
5. What is your process for choosing an event venue?
6. Are you familiar with the venue I am considering for my event?
7. How much time will you need to plan my event?
8. Tell me how you create a budget.
9. What is your approach to staying within my budget?
10. Once book, how quickly can we expect to receive the contract?
11. How do you handle unexpected issues that may arise during the planning process?
12. Explain how you would create a planning timeline for an event that's a year from now
13. What would you do if you discovered your event is significantly over budget?
14. What techniques would you use to negotiate a better deal with a vendor?
15. Do you provide any additional services such as catering, decorations, or music?
16. What is your policy on cancellations and refunds?
17. Do you have any references I can contact?
18. What is the best way to contact you in case I have any questions?
19. How far in advance should I book your services?
20. What does a successful event look like to you?
21. Who will work on the event date?
22. How do you manage event safety?
23. What steps do you take to handle last minute or unexpected setbacks before and during an event?
24. Will you be attending the event?
25. How do you remain up-to-date with the event industry?

