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Executive Dinner Planning Snapshot

A small, usable preview from the Executive Event Planning Toolkit. This sample is not the full editable kit. Names and details below are fictional planning examples.

Sample event brief

Format: hosted B2B executive dinner. Audience: 16 invited customer and prospect executives. Purpose: facilitate a focused discussion about enterprise planning priorities and give the host a clear next-step handoff.

Decision	Working detail
Program shape	Arrival and welcome; seated dinner; moderated discussion; concise closing and optional follow-up invitation.
Planner owns	Workback, vendor coordination, guest-detail collection, day-of cues, and invoice reconciliation.
Client approves	Guest audience and message, scope and estimate, vendors and contracts, final count, and changes.
Working gates	Scope approval; comparable quote review; final guest-count lock; final run-of-show sign-off.

Proposal snapshot

Recommended approach: a hosted dinner with one moderator, an accessible arrival route, clearly assigned vendor leads, and a written run of show. Measure delivery using confirmed attendance, completed program cues, and follow-up owners recorded for guests who request next steps. These are process measures, not promised commercial results.

Workstream	Decision or output	Owner
Scope	Confirm the event purpose, attendance range, and included planning work.	Client + planner
Vendors	Compare scope, itemized cost, response, experience, and risk controls.	Planner recommends; client approves
Guest experience	Confirm dietary and access needs through a restricted working list.	Client provides; planner coordinates
Event day	Assign one owner per cue, escalation contact, and fallback.	Planner + vendor leads

Mini run of show

Time	Cue	Owner / ready when
1:00 PM	Venue access and route walk	Planner / exits and access route checked
2:00 PM	A/V load-in and test	Production lead / microphones and backup tested
5:15 PM	Host and vendor briefing	Planner / leads confirm cues and contacts

Time	Cue	Owner / ready when
6:00 PM	Guest welcome	Host / greeter in place; late-arrival contact known
6:30 PM	Welcome and dinner service	Host + catering lead / host cue releases service
7:30 PM	Moderated conversation	Facilitator / timekeeper assigned
8:20 PM	Closing and follow-up handoff	Host / follow-up owner and route stated
8:45 PM	Guest departure and strike	Planner + venue / route clear, equipment counted

This public sample contains a brief, proposal snapshot, and short run of show only. It does not include the full editable proposal, budget, RFP, comparison, invoice tracker, full day-of plan, quick-start guide, or filled example.