

Event Planning Guide

Preparing for your Event

- Determine Event Purpose
(celebration, customer appreciation, conference, etc)
- Choose a theme _____
- Determine total budget = \$ _____
- Set a date _____
- Schedule site visit with Aquarium Special Events Department
 (843)579-8656 or email SpecialEvents@scaquarium.org
- Contact Caterer to discuss food, beverage, and rentals
 Steven Duvall
www.EventsbyDuvall.com
 (843)763-9222
- Submit Event Contract and give deposit of 50%
- Hire caterer
- Order invitations *(if applicable)*
- Hire photographer and videographer *(if applicable)*
- Hire florist and bakery *(if applicable)*
- Hire entertainment *(if applicable)*
- Determine need for special lighting, visit PDA website at www.pdalightingandsound.com for more information.
- Hire transportation
- Reserve hotel rooms, view our Hotel Partners at www.scaquarium.org/visit/hotels.aspx ►
- Make Rehearsal Dinner Arrangements *(if applicable)*
- Submit vendor list to Special Events Department Rehearsal Dinner Arrangements
(Contact Names & Phone Numbers)
- Create event time line and submit to all vendors

Contact:

Holly Simpson
Special Events Manager
 100 Aquarium Wharf
 Charleston, SC 29401
 (843) 579-8656
 Fax: (843) 579-8511
SpecialEvents@scaquarium.org

Before or After your Event

- Consult with Aquarium Special Events Manager for ideas and options on pre and post-event receptions at the South Carolina Aquarium, such as a breakfast, corporate dinner or rehearsal dinner in our Executive Suite and Rooftop Terrace.
- Talk to Aquarium Special Events Manager about admission packages for your guests/attendees, an especially great option for the day before or after your event for out-of-town guests.