

Questions to Ask Before You Hire an Event Production Partner

Experience and Capability

- How many events of similar size and format have you produced in the last 3 years?
 - Can you share two or three references from past corporate clients?
 - Do you own your equipment, or do you subcontract AV and technical elements?
 - Who specifically from your team will be on-site – and what are their roles?
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Process and Planning

- What does your pre-event planning process look like, and how many planning calls should we expect?
 - How do you handle site visits and venue walkthroughs?
 - What does your run-of-show development process involve?
 - How far in advance do you need final content, scripts, and speaker materials?
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Risk and Contingency

- What is your backup plan if a key piece of equipment fails the morning of the event?
 - How do you handle last-minute changes to the program?
 - What happens if a key member of your team has an emergency and can't be on-site?
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Budget and Contracts

- What is included in your base quote, and what can trigger additional costs?
- How do you handle overtime – at venue, for your crew, and for equipment?
- What are your payment terms and cancellation policy?
- Are travel, lodging, and per diem for your crew included, or billed separately?

