

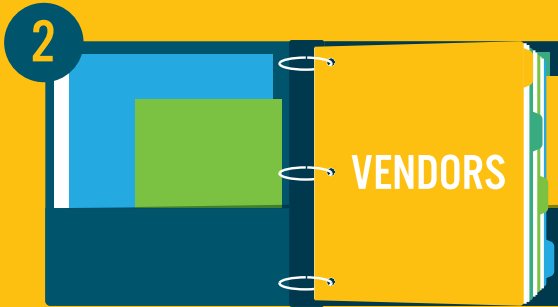
The Path to Purchasing

How to secure hard goods for your event.



1

Determine your event's **needs**. From signage to stage, gather the requests from every stakeholder.



2

Organize your needs by vendor offering.



3

Request **quotes** from a variety of vendors.



4

Choose the best vendors for the event, based on your criteria, balancing quality, cost and vendor reliability.



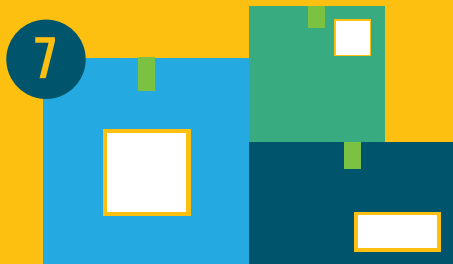
5

Set up a **payment schedule** with your vendors, and verify that each has the appropriate level of **insurance**.



6

Complete your vendor **contracts**.



7

Establish a delivery and set-up **timeline** with each vendor for your event.



8

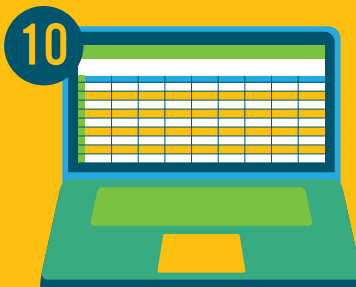
Confirm event details with vendors the week of the event and make any necessary updates. Make sure everyone is in agreement and ready.



9

START

Combine your vendor and staff efforts to **produce** a seamless event.



10

Track and **inventory** all items at the event site and follow up with vendors on items that weren't delivered or charges that differed from their original quotes.