

## Vendors

Many event planners are able to co-ordinate a number of events simultaneously while maintaining control over all the smallest details involved in each one. The question is: **How do they manage?**

Successful event planners have learned (sometimes the hard way) that they can't possibly attend to every detail of each event they are managing and now turn to the experts in the particular field for assistance. What this means is that event planners have become good "managers" and **outsource** or contract out many of the services they provide.

If you plan on working in-house for an event company, there may be staff already in place to assist with various tasks (e.g. printing). If you intend to become an independent event planner, you will want to assure your clients that you have the resources available to manage their event. The more services you can offer, the more **value** your client will perceive in hiring you. For this reason, it is imperative that you build a resource base of reliable vendors that you can outsource some tasks to in order to successfully complete an event.

**Vendors** (also known as "**suppliers**") are sellers of merchandise or services that may be used before, during or after an event. As an event planner, you will be working with many types of vendors. You will be expected to find and hire them (or recommend to your client which ones they should hire), as well as coordinate and supervise their work.

### Types of Vendors

Following are some of the types of vendors that may be needed for an event. The list is not complete but will give you a good idea of how many different individuals and businesses are involved in the successful planning of an event.

- Audiovisual



- Balloons

- Caterers
- Equipment Rentals
- Florists
- Giftware
- Interpretation (for participants who speak a foreign language)
- Linens
- Mailing Houses
- Musicians
- Party Supply Rentals
- Photographers
- Printers
- Registration
- Security Companies
- Sign Shops
- Sound Systems
- Speakers (to speak at banquets and other events)
- Tent Rentals
- Transportation
- Travel Agents

Some of these services may be supplied by the **venue** you have booked. For example, if you are using a convention center they will supply tables and chairs, and you will likely be required to use their audiovisual supplier and catering services.

In other cases you may need many a wide variety of vendors in addition to those listed above. For example, if you are organizing a large outdoor event, you may need to find companies that rent bleachers, portable refrigerators, power generators, and **portable sanitation units** (toilets).

