Bright Occasions Ltd

Event planning event brief

The event on one page - objectives, scope, budget and key contacts.

Event details

Client	Sarah Mitchell
Event type	£45.00
Date	9 November 2026
Venue	14 Oakfield Road, Birmingham B17 9JH
Guest count	001
Budget	£45.00

Objectives

What does success look like?

Scope of our work

Planning only / full production / on-the-day

Key contacts

Client lead, venue contact, key vendors

Must-haves and must-avoids

Client priorities and red lines

Sign-off

Planner	Client	Date