



WHAT'S IN YOUR Bucket?

The first step to business success is establishing your company foundation. Policies should be continuously refined and updated with each new year in business.

BUSINESS BASICS

- LOGO
- WEBSITE
- SOCIAL
- GOOGLE BUSINESS

POLICIES & TERMS

- LIABILITY
- RETAINERS/PAYMENTS
- CONVENIENCE FEE
- ITEM FINALIZATION
- GUEST COUNTS/ATTENDANCE
- RENTAL POLICY/DAMAGES
- CUSTOMER CANCELLATIONS
- SUBSTITUTIONS
- ARTISTIC LICENSE
- PHOTOGRAPHY & PERMITTED USES
- WEATHER CLAUSES
- CHANGES

EVENT DEFAULTS

- MARKUPS
- EVENT STAFF & LABOR
- SERVICE FEES
- TAXES

FINANCIALS

- BUSINESS BANK
- ACCOUNT
- PAYMENT SCHEDULE
- PAYMENT PROCESSING
- CONVENIENCE FEES

INVOICING

- RETAINERS DUE
- PROPOSALS & CONTRACTING
- AUTO-SEND INVOICE