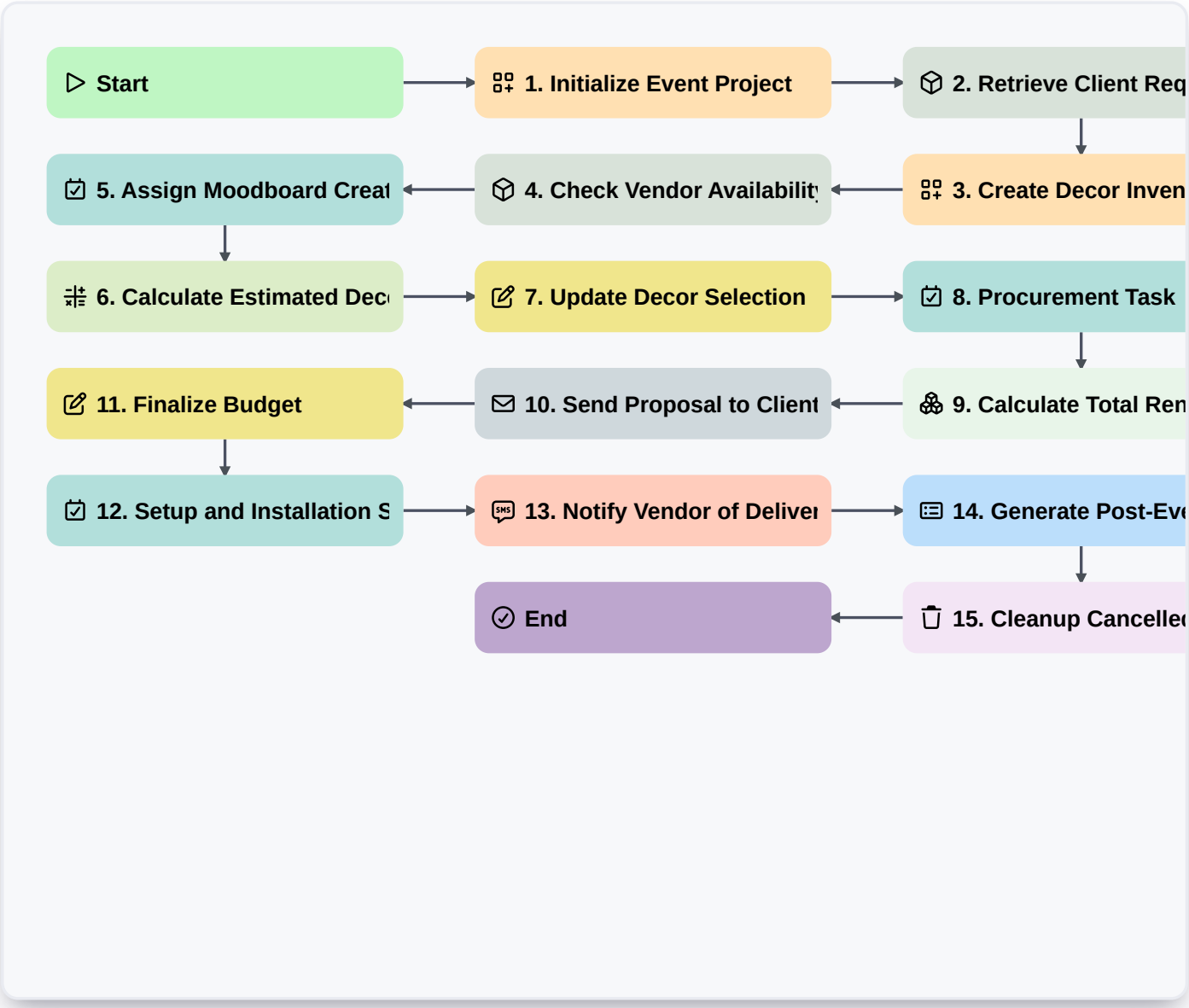
ChecklistGuro

Event Design And Decor Planning Process



Start
Start of the Workflow/Process.

1. Initialize Event Project
Create a new entry in the 'Events' data model with initial details like Event Name and Event Date.

2. Retrieve Client Requirements
Fetch data from the 'Event Brief' entry to populate the planning requirements.

3. Create Decor Inventory List
Generate a new entry in the 'Decor Inventory' data model linked to the specific event.

4. Check Vendor Availability
Query the 'Vendors' data model to find available florists and rental companies for the event date.

5. Assign Moodboard Creation
Assign a task to the Lead Designer to create a visual concept and color palette.

6. Calculate Estimated Decor Budget
Sum the estimated costs of all selected items in the decor list to check against the client's total budget.

7. Update Decor Selection
Update the status of specific decor items to 'Confirmed' once the client approves the moodboard.

8. Procurement Task
Create a task for the Logistics Manager to order flowers, linens, and centerpieces.

9. Calculate Total Rental Cost
Aggregate the price of all entries in the 'Rental Items' list to find the total rental expense.

10. Send Proposal to Client
Send an automated email to the client's email address containing the decor summary and cost estimate.

11. Finalize Budget
Update the 'Event Project' entry with the final, locked-in budget after all quotes are received.

12. Setup and Installation Schedule
Create a task for the Setup Crew to coordinate the physical installation of decor on the event day.

13. Notify Vendor of Delivery Time
Send an SMS to the vendor's phone number confirming the delivery window for rental equipment.

14. Generate Post-Event Summary
Create a final report summarizing the actual spend versus the planned budget and the final inventory used.

15. Cleanup Cancelled Items
Remove entries from the 'Decor Inventory' that were removed from the scope during the planning process.

End
End of the Workflow/Process.