



## PROFESSIONAL CATERER'S TIPS FOR KEEPING CALM ON EVENT DAY

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### 7 Tips for a Successful and Smooth-Sailing Event

With 30+ years of service in the catering industry, we know planning an event can be challenging. That's why we're here to share our expertise and guide you through the process!

In this article, learn seven invaluable tips that will ensure your event is both successful and a smooth-sailing experience from start to finish. Whether you're organizing a corporate gathering, a wedding reception, or a social soiree, these tips will help you navigate every step of the planning process leading up through event day.

So, let's dive in and discover how to keep calm on event day so you can enjoy every moment of your special occasion!

Featured image (above) by [Michaella Jelin](#) @michaellajelin

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## 1. Plan and Prepare in Advance

Imagine the thrill of a well-executed event—the laughter, the clinking of glasses, and the joyous atmosphere that fills the air. As event enthusiasts, we firmly believe that behind every memorable occasion lies a solid foundation of careful planning and meticulous preparation.

Start your event preparations well in advance to ensure a smooth-sailing experience – one that leaves you ample time to tackle each task. We suggest creating a detailed checklist that covers all aspects of the event. Your list could include venue arrangements, menu selections, decor, and entertainment.

Break down the checklist into manageable tasks and assign responsibilities to specific team members or vendors. Consider setting deadlines for each task. Doing so can help keep everyone on track and accountable. A comprehensive timeline for the event day is equally crucial. Map out the schedule, including the arrival of vendors, setup, serving times, speeches, and any other activities.



## 2. Don't Sweat The Small Stuff

Staying calm means not sweating the small stuff. Over the years, we've learned that maintaining a positive and resourceful attitude is an event-changer when navigating any challenges that may arise.

Through the bumps, remind yourself that you have created a solid foundation for a great event. Trust in your planning process and the expertise of your team. Approach your event with confidence, and you'll exude a calmness, assured demeanor that leaves guests feeling they are in good hands.

We encourage you to enjoy the process, envision your event's success, and take pride in your work. Appreciate the journey of bringing your vision to life, and embrace the excitement!

When faced with unexpected twists or minor imperfections, remember to maintain perspective, stay positive, and keep your eyes on the bigger picture. Ultimately, the overall experience and the memories created are what truly matter.

## 3. Maintain Open Communication



Maintaining consistent communication with your team, guests, and vendors during the event process is another great way to keep calm. Clear and transparent communication helps build stronger relationships and minimizes the risk of misunderstandings.

Don't be afraid to ask questions, share updates about your event, and stay in touch! By keeping in contact, you can ensure that everyone involved is on the same page and working toward a shared vision. As a vendor, we love receiving regular updates from our clients. This communication gives us time to address any concerns or questions and helps to keep the event running smoothly.

Likewise, we encourage you to keep your guests informed with clear instructions and any updates or changes to ensure a calm and enjoyable event day.

When communication flows freely, issues get resolved quickly, leading to a smooth and calm gathering!

## 4. Focus on Time Management

Time management is essential when it comes to creating a calm experience for you and your guests on your event day.

We suggest planning a predetermined timeline and tasking each member of the team with helping to ensure that event happenings stay within their timeframe. We've learned firsthand that adhering to a well-structured schedule helps events stay organized and on track – not to mention keeping guests well-fed!

Additionally, we recommend arriving at the event venue well in advance on the event day. This extra time provides a buffer to handle unforeseen hiccups calmly and mitigate any last-minute challenges.

With careful time management, you can breathe easy knowing you are well-prepared to put on a successful event!

## 5. Self-care, Self-care, Self-Care

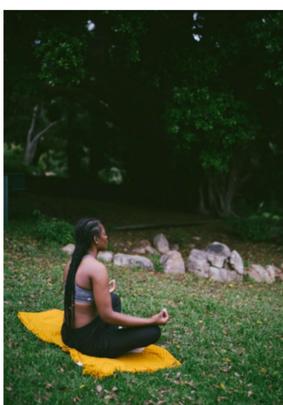
In the whirlwind of event day, it can be easy to get caught up in the hustle and forget about the most crucial element: taking care of yourself. Practicing self-care is pivotal in maintaining your well-being and staying calm under pressure on event day.

As you navigate the details, remember to prioritize your physical and mental health. Get enough rest before the event, eat nourishing meals, and stay hydrated.

Be sure to take breaks and find moments for relaxation, too. Whether it's a short walk, a yoga session, or simply taking a few deep breaths, you are worth it!

Also, be sure to lean on your support system. Surround yourself with people who can share the workload and offer guidance and encouragement. Don't hesitate to ask for help when needed.

Finding time for self-care throughout the planning process and on event day will immensely help you to keep your cool.



## 6. Embrace Flexibility

Events can be unpredictable, and despite the best-laid plans, things may not always go as envisioned. That's where flexibility becomes your best friend.

It's crucial to be open to changes and quickly adjust to challenges that may arise along the way. We encourage maintaining a flexible mindset. By embracing flexibility, you can find creative solutions, make necessary adjustments, and navigate through any hurdles that may come your way.

You might even end up with a better result than you'd planned – or a cherished memory of your problem-solving skills! Take it from us: event day requires you to think on your feet. By embracing flexibility, you can create a remarkable event all while staying calm under pressure.

## 7. Hire Trusted Vendors



Image credit: [DVPhotoVideo](#) @dvphtovideo

Finding trusted vendors for your event is another big game-changer. With support and guidance from experienced professionals, you can rest easier leading up to the big day!

With trusted vendors, you'll reduce the burden on yourself and have peace of mind knowing each task is in capable hands. Look for vendors with positive online reviews and an established track record of success. Word of mouth can also be helpful; don't be afraid to ask friends, neighbors, colleagues, and other vendors for recommendations!

Even with the best planning, day-of-changes can arise. That's why top-notch vendors have backup plans to help ensure a seamless experience. Ask your prospective vendors how they might handle a situation such as an equipment failure, weather changes, or unforeseen menu challenges. Knowing your vendors have backup solutions at the ready will help you stay calm when unexpected situations occur.

Browse reviews on sites like [Wedding Wire](#), [The Knot](#), and [Google Reviews](#) when perusing vendors. (Avalon Catering's profiles are linked!)

### We're Here to Help

Keeping calm on event day is possible!

For more event and industry tips from our farm-to-table catering team, check out Avalon's blog posts below.



Ready to connect about your event? Reach out to our team to schedule a conversation!

We'd be happy to chat about all your needs and details to ensure a calm and perfect event.

LET'S DO THIS!

Did you learn something from this blog? Help us by sharing it with your network!

