

The Ultimate All Around Sound Social Checklist

Congratulations on your engagement! Here you will find everything you need to make sure your social goes off without a hitch. Follow these steps and you won't forget a thing!

- Choose a date and book your hall**
(These two go hand in hand because you need to make sure you can find a hall that has the date you have in mind available!)
- Print tickets and start selling!**
(The sooner you start selling, the sooner money can come in and help you pay for a lot of the upfront costs associated with your event.)
- Create a Facebook page to advertise your event**
(Get the word out there that your social is coming up. Social media is a great way to spread the news and help with your ticket sales.)
- Write donation letters and start distributing**
(A big part of a social is the silent auction. Ask everyone and every place. The worse they can say is no, but if they say yes, then great for you!)
- Ask for donations from family, your wedding party and close friends with businesses**
(These important people in your life want your social to be a success and will be happy to help you out in any way they can!)
- Decide if you'll have a door prize**
(You can use a door prize as an incentive to get people in the door earlier. Everyone who shows up before a certain time will be entered!)
- Buy prizes for your Grand Prize auctions**
(This upfront cost can be a big payoff. The better the prize, the more people will spend to try and win it!)
- Decide if you'll have a Golden Ticket**
(This is the grand prize about your grand prize. It generally has only a limited number of tickets to sell for it and at a higher price.)
- Book your DJ and/or live band**
(Find out what extras DJs can offer you. Some can give you a discount for booking both your wedding and social. Some offer tickets, or even gobo projections of your names or initials!)

- ❑ **Choose your social songs!**
(This is more than just creating a request and do not play list. Sit down together and decide which special song the two of you would like to dance to, as well as a song for your wedding party to join in after your dance.)
- ❑ **Order food**
(Traditional social food is kubasa, cold cuts, cheese, rye bread and pickles. But feel free to serve your midnight snack as anything that suits your style!)
- ❑ **Buy plates/napkins/cups etc**
(Find out what comes with your catering, and what comes with your hall. You may have to supply these items if they are not included in your packages!)
- ❑ **Obtain your liquor licence and order alcohol**
(Winnipeg liquor mart stores no longer accept in person permit applications. Visit MyLGCA.ca to apply for liquor permits. Order your alcohol from liquor stores, beer can be ordered from beer vendors at sometimes a better price.)
- ❑ **Shop for decorations, prize and alcohol tickets, etc.**
(You'll need bags for people to put their prize tickets in for each prize, plus the grand prizes. Tickets for 50/50, Texas Mickey, all prizes, and alcohol.)
- ❑ **Shop for table snacks**
(Most socials offer their guests chips, pretzels or other snacks on the tables. Keep your eyes open for sales at local grocery stores.)
- ❑ **Purchase your Texas Mickey**
(Some people choose a Texas Mickey, others choose a booze wagon, or even an LC gift certificate. Totally up to you!)
- ❑ **Organize the social prizes**
(Split everything you have into prize bundles, wrap them up (optional), number them, and print description sheets for each one.)
- ❑ **Make a schedule for the night of your social**
(Find out who can help you set up and take down, work your door, sell tickets, sell 50/50 and anything else you will need help with on the night of your social. Check out our blog for a Schedule Template to fill in and hand it out to the people who will be helping you!)
- ❑ **Choose your prices**
(Decide what you are going to sell your raffle tickets, 50/50, bottle draw and liquor tickets for. Write up lists of these and print multiple copies.)

- ❑ **Ask someone to collect cash during the night**
(Ask a close family member or trustworthy friend to periodically collect money from sales and lock them away so your floats aren't overflowing. Most halls supply a lock box or safe place to lock away money during the night. If they don't, you'll need a lock box or some way to keep your money secure.)

- ❑ **Look into SQUARE**
(This seems to be a popular option among socials to help bring in extra money. Square allows you to accept credit cards, or even debit if you purchase square tap. Make sure you sign up with a promo-code to receive free processing up to \$1000.)

- ❑ **Book an appointment for hair and nails**
(Most salons will do a practice up-do prior to your wedding at a discounted rate. Take advantage of this trial and book it for your social date!)

- ❑ **Shop for your social attire**
(You are the reason why people are there! Make sure you'll look as good as you are going to feel. Find something comfortable because you will be on your feet all night, dancing, hugging, shaking hands and will have very little rest time!)

- ❑ **Arrange transportation**
(If you plan on having any amount of alcohol to drink, make sure you arrange a designated driver, hire a cab or an Uber. You'll also appreciate not having to drive late at night when you are tired from being on your feet all night!)

- ❑ **Create a thank you sign**
(Make a sign or poster to thank everyone and all the businesses who donated prizes and helped you out with the social. It is important to acknowledge everyone!)

- ❑ **Follow-up with your vendors**
(Touch base with your caterer and DJ, make sure they know what time they are to arrive at your hall and everything with them is good to go.)

- ❑ **Touch base with the hall**
(It wouldn't hurt to contact your hall and confirm what time you can get in there to set up and decorate. Also confirm the remainder of your payment to them (if you've paid a deposit) and how and when they would like that paid.)

- ❑ **Enjoy yourselves!**
(Trust that all the jobs you've assigned everyone will be taken care of, so you can have a worry-free night!)