

# event essentials

TIPS & TRENDS FOR PLANNING  
YOUR NEXT BIG EVENT

Corporate events have to tick all the boxes- fun yet formal, interactive but informative, picture-perfect and professional- how do you find a balance? We'll walk you through our tips & tricks for any event.

## TAKE NOTE

Give attendees room to work with our 18in. conference tables.

## PLAN EARLY

Make sure to lock in your rentals early, especially if you need to seat a large crowd!

## MIX IT UP

Offer guests mixed seating options for any comfort level.

## SUSTAINABILITY STAYS

Avoid disposables and upgrade to your favorite china.

## SET IT UP

Make your event (live or virtual) top-notch with a beautiful set backed by our boxwood walls (& your branding).

## YOUR NAME IN LIGHTS

Branding is key. Splash your logo (or your sponsors'!) on easels, clings on acrylic chairs, Boxwood Walls or custom Harpeth Bar inserts.

## EVENTS ARE BETTER WITH SOUTHERN

We're here to help you create your best event! Contact our team to start planning.