

Venue Prep Checklist

WHAT TO EXPECT WHEN YOU HOST AN EINNIM EVENT

Thank you for partnering with Einnim Creative Studio! To ensure a seamless, high-impact experience for your guests and a completely friction-free execution for your staff, please utilize this configuration and prep guide before our arrival.

1. PHYSICAL SPACE & LOGISTICS

REQUIREMENT SPECIFICATIONS

Surface Area	Flat tables or a continuous counter bar space capable of comfortably accommodating your total booked guest count. Each participant requires approximately 2 feet of workspace.
Power Access	At least one dedicated standard 110V electrical outlet situated within 10 feet of our setup station to safely run our clean candle-melting pots.
Seating Blocks	Chairs or barstools matching your final attendee registration count. Standing blending bars can also be accommodated if specified during booking.
Climate Control	An indoor or well-shaded area protected from high winds and extreme heat to maintain wax integrity and optimal scent-blending environments.

2. TICKETING & FINANCIALS

Revenue Model Review: Workshops are structured via either a flat per-head rate or an agreed-upon custom ticket split. There are zero upfront out-of-pocket marketing or onboarding fees required from your venue.

- ☐ **Ticketing Integration:** Confirm registration mechanism 14 days before the event date (Einnim landing page vs. your internal Point-of-Sale).
- ☐ **Final Headcount Lock:** Final attendee registration metrics must be finalized exactly 72 hours prior to the event to ensure accurate material allocation.
- ☐ **Minimums Met:** Verify that the event has hit the standard baseline minimum of 10–12 registered participants to guarantee profitability metrics for both parties.

3. DAY-OF TIMELINE STRUCTURE

TIME WINDOW	PHASE & RESPONSIBILITIES
T - 60 Mins	Einnim Arrival & Setup: Our artisan instructors arrive with all equipment, premium frosted glassware, melting pots, botanical scrub layers, and scent bars.
Event (90 Mins)	Interactive Workshop Flow: Guests engage in custom blending journeys. During this window, your staff benefits from a captive audience buying beverages, small plates, or retail packages.
Post-Event (30 Mins)	Complete Teardown: We pack up all supplies, clean our workspaces entirely, and leave your venue looking pristine and exactly as we found it.

4. PROMOTIONAL & MARKETING LAUNCH

- ☐ **Asset Deployment:** Einnim provides localized imagery, text templates, and social media flyers tailored to your space's aesthetic layout.
- ☐ **Internal Cross-Promotion:** Ensure your on-site team is briefed on the workshop schedule so they can pitch ticket slots to regular weekday patrons.