



Perfect Gathering

*Throwing a great celebration,
without losing your head.*

10 prompts to build the budget, manage the guests and nail the big day, with the AI as your backstage planner and you as the host.

Free for the SYSTINFO community





GOOD TO KNOW

The AI plans. You host.

In 2026, an industry study estimates that one engaged couple in five already uses at least one AI tool to prepare the big day. New services build the budget, guest list and run sheet, and assistants like ChatGPT, Gemini or Le Chat do the same, for free. The tool prepares. You host. Three markers.

- **The AI plans, you decide**

It builds the budget and the run sheet. The tone of the party stays yours.

- **Prices and customs are local**

An AI ignores the neighbourhood caterer's rate and your community's customs. Check on the ground.

- **Warmth cannot be outsourced**

A word of invitation or thanks is reread with the heart, not only with the tool.

The good habit: the AI prepares the plan, you keep control of the budget and the tone.
systinfo.org · systinfo.ai · blog.systinfo.ai



THE METHOD

Ten prompts, five moments.

A great celebration comes down to five moments: frame and budget, manage the guests, coordinate the vendors, craft the words, run the big day. These 10 prompts hand the AI the first draft of each. Your presence makes the party.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Frame and budget**

· 2 prompts

02 **Manage the guests**

· 2 prompts

03 **Coordinate the vendors**

· 2 prompts

04 **Craft the words**

· 2 prompts

05 **Run the big day**

· 2 prompts



The Countdown Plan

PROMPT TO COPY

Role: you are an event planner who builds a countdown plan.

Context: I am hosting [event type] for [number] guests, on [date]. We are [number] helping.

Task: list everything to prepare, week by week, up to the big day.

Format: the tasks per week, who takes each one, a reminder of what to book early, missing nothing essential.

What you get

A clear plan that replaces last-minute panic. Seeing the whole road ahead avoids the oversights that cost dearly the night before.



The Realistic Budget

PROMPT TO COPY

Role: you are a planner who builds a realistic budget.

Context: my total budget for [event type] is [amount], for [number] guests.

Task: split this budget across the line items and flag the costs people forget.

Format: each item with an amount and the cost per guest, one line for hidden costs, a 10% safety margin.

What you get

An envelope divided up with no nasty surprises. A party's hidden costs add up fast, spotting them early protects your budget.



The Guest List

PROMPT TO COPY

Role: you are a planner who brings order to a guest list.

Context: I am hosting [family, friends, colleagues] for [event type]. Maximum capacity: [number].

Task: help me build and track my guest list.

Format: a table per group, a column for invited, confirmed, pending, a running count, a note for special diets.

What you get

A list kept up to date, with no guest forgotten or doubled. Tracking replies at a glance eases the seating and catering questions.



The Seating Plan

PROMPT TO COPY

Role: you are a planner who lays out a calm seating plan.

Context: [number] guests, [number] tables of [seats]. Some get on well, others do not: [specify].

Task: propose a seating arrangement by table.

Format: each table with its guests, the logic in one line, the sensitive spots flagged, a backup option.

What you get

A seating plan that avoids the cold shoulders and the awkward pairings. Planning the neighbours ahead makes the evening smoother for all.



The Right Vendor

PROMPT TO COPY

Role: you are a planner who compares vendors with method.

Context: I am looking for [caterer, venue, sound] for [event type], on [date], budget [amount].

Task: prepare what I need to choose and compare well.

Format: the key questions to ask before booking, the common traps, a grid to compare three quotes, no jargon.

What you get

What you need to choose with your eyes open, not at random. The right questions asked early prevent the letdowns on the day.



The Message to the Vendor

PROMPT TO COPY

Role: you are a planner who writes a clear message to a vendor.

Context: I am contacting [vendor] for [need], on [date], for [number] guests. Rough budget: [amount].

Task: write a polite, precise request for a quote.

Format: my request in a few lines, the dates and the number, my questions on price and what is included, an opening to negotiate.

What you get

A crisp first contact that signals you mean business. A precise message earns a fairer quote and a faster reply.



The Perfect Invitation

PROMPT TO COPY

Role: you are a writer who crafts a warm invitation.

Context: I am inviting to [event type] on [date] at [place, time]. Desired tone: [warm, formal, festive].

Task: write the invitation text.

Format: a hook that draws them in, the practical details clearly visible, a request to reply before [date], two or three tone variants.

What you get

An invitation that makes people want to come and states the essentials. Careful wording sets the tone before the party even begins.



The Right Speech

PROMPT TO COPY

Role: you are a writer who prepares a few words to say aloud.

Context: I must say a few words at [event type], before [audience]. I want to mention [people, memories, wishes].

Task: help me write a short, sincere speech.

Format: an opening that grabs, two or three ideas carried by a memory, a closing that moves, fitting in two minutes aloud.

What you get

The right words, ready to personalise with your memories. Two well-thought minutes land more than a long, improvised speech.



The Run Sheet

PROMPT TO COPY

Role: you are a coordinator who builds the run sheet for the day.

Context: the party is on [date], from [time] to [time], with [welcome, meal, entertainment].

Task: propose an hour-by-hour run of the day.

Format: each slot with the activity and the person in charge, the buffer times, a plan B for delay or rain, on one page.

What you get

A day that flows without lulls or stress. A shared run sheet lets everyone know what to do, and when.



The Host's Safety Net

PROMPT TO COPY

Role: you are a careful adviser who reviews my planning.

Context: I am hosting [event type] for [number] guests, budget [amount]. I want to avoid the classic mistakes.

Task: remind me of the points to check before I lock it in.

Format: the prices to confirm on the ground, the bookings to get in writing, the data not to share, a final round of checks.

What you get

A review that keeps the AI in its rightful place as an assistant. Prices and customs are local, the tool proposes, you confirm and decide.



THANK YOU · HAPPY EVENT



One sentence, a big thank you.

These cards are offered to you, ad-free. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to thank us on one of our networks. A public word, however short, encourages us to keep supporting you, one tip at a time.

Scan to join us and to say thank you



WhatsApp



Mattermost



LinkedIn



Facebook