

Design Software

The following software tools can help you design your event's flow and help you convey mood or other set-up components to clients and members of your team:

Basic Tools

Microsoft Word

Using the "insert – shapes" or "insert – pictures" functions you can create basic layouts.

Microsoft PowerPoint

Create scalable layouts within the slides.

SocialTables

<https://www.socialtables.com/free-event-planning-software/>

This website offers free and inexpensive user-friendly tools for designing room layouts.

Intermediate Tools

3-D Event Designer

<https://www.3deventdesigner.com>

This program allows for design of events and the ability to share designs through the cloud (good for mobile devices).

Vectorworks Spotlight

<https://www.vectorworks.net/en/spotlight>

This software is intended for lighting, scenic, film, event, or exhibit design and offers the ability to create detailed designs as well as export these into formats for sharing design elements (images, presentations).

Vivien

<https://cast-soft.com/vivien-event-designer/>

This CAD-based program allows users to click and drag from a library of pre-created elements and produce both 2-D plans and 3-D renderings.

Expert Tools

AutoCAD by AutoDesk

<https://www.autodesk.com>

This level of tool is used by engineers to design buildings and complex projects. It requires specialized training to be used effectively.