



## **Event Services Offered**

(Please see more details for Wedding Services)

### **Pre Event:**

- ✂ **Bi-monthly in-person meetings with coordinator or planner**
- ✂ **Assistance with the selection of colors, theme & style**
- ✂ **Assistance with planning (décor, menu, and rental items)**
- ✂ **Development of a budget and assistance with keeping the event within that budget**
- ✂ **Assistance with venue selection**
- ✂ **Guest Management:**
  - ✂ Assistance with group hotel accommodations
  - ✂ Maintain RSVPs
- ✂ **Vendors:**
  - ✂ Schedule and attend appointments (upon request and if available)
  - ✂ Discuss and help with vendor selections
  - ✂ Review and negotiate contracts
  - ✂ Send final payment due date reminders
  - ✂ Timeline forwarded one week in advance of event and follow-up provided via telephone 24-48 hours prior to the event
- ✂ **Stationary (Invitations, Programs, etc):**
  - ✂ Provide creative ideas for selection and wording
  - ✂ Stuff, address and mail invitations
- ✂ **Provide information on how to obtain any license necessary (alcohol, build permits, etc.)**
- ✂ **Create a detailed Event Day itinerary which will be mailed or emailed to all participants at least 14 days prior to the event.**

### **Event Day:**

- ✂ **Confirm vendor arrivals and serve as main point of contact on this day**
- ✂ **Ensure itinerary is carried out according to plan and handle any last minute details**
- ✂ **Direct all necessary parties**
- ✂ **Help transport items**

### **Post Event:**

- ✂ **Assure the rental items are returned**
- ✂ **One last meeting with coordinator to retrieve rental items and wrap-up!**

\*Customized packages of services are available.