



## THE SCOPE

### PACKAGE ONE\*

Full planning + design

### PACKAGE TWO\*

Partial or full design



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## SERVICES

### ● ALL EVENT PRE-PRODUCTION + PLANNING

Planning + Preparation  
Invitation Sourcing  
Budget Allocation + Management  
Floor Plan Creation



### ● EVENT ON-SITE EXECUTION + COORDINATION

Setup Day + Event Day  
Install + Breakdown Management  
Run of Show/Programming  
Overall Guest Experience

### ○ VENDOR SELECTION + COORDINATION

ON-SITE Management  
Floor Plans + Flow

### ● VENUE COORDINATION + MANAGEMENT

Scouting + Site-Visits  
Contract Negotiations  
Venue Management- Load-in, Load-out,  
Managing COI's (Certificates of Insurance)

### ● FOOD + BEVERAGE

Menu Curation + Concept  
Catering Staff Management  
Uniform Selection  
Kitchen Rental Needs

### ○ DESIGN + DECOR ELEMENTS

Overall Design Concepts + Mock-ups  
Furniture Rental + Layout  
Tablescape Design + Styling  
Floral Design + Install  
Custom Backdrops + Fabrication



### ○ CUSTOM PRINT, GIFTING + SIGNAGE\*

Graphic Design + Printing  
Custom Invitation, Menus + Placecards  
Overall Wedding Branding + Signage  
Premiums + Gifting for Guests

### ● ENTERTAINMENT

Scouting, Pricing + Selection Assistance  
Tech + Hospitality Rider Fulfillment  
Green Room Management  
Lighting Plan + Audio Visual Needs

*\*yellow marked sections are inclusive of PACKAGE 1, pink marked sections are inclusive of PACKAGE 2*