



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*