



# YOUR BIG DAY

CONGRATULATIONS on your engagement! Now that he asked the BIG question, you have been busy working hard to find your dress, book the ceremony, find the reception venue, selecting the color of the bride's maid's dresses, researching cost of linens, listening to musicians and the list goes on and on and on... You get the point! The reality is that you spend months if not years planning for the most memorable day in your life and in the blink of an eye, it's over! Well we are here to tell you that you can have your cake and eat it too!

We offer everything from the "Day Of" service to the complete package so you can focus on the important things, life, love and work!



Catering



Décor



Entertainment



MC



Photography



Rentals



Staff

## *The science of* **Eventology**

Eventology: to create a stress free environment by developing an event concept, coordinating logistics, managing vendors and event execution. In plain English, we help you with your event from beginning to end!

### Make Me Feel Special

- Schedule initial consultation
- Complimentary custom checklist
- Create timeline (Rehearsal and Day of)
- Schedule meeting to review details (approx two weeks prior to Day Of)
- Confirm vendors
- Attend the Rehearsal
- Arrive at the commencement of event set up
- On site Event Logistics Coordinator
- Manage time line/event logistics
- Distribute final vendor payments
- Gather and secure all items belonging to client
- Unlimited communication (phone & e-mail)

**\$1,000**

### Make Me Feel Important

- We'll make you feel special and...
- Assist client in completing details
- Review all vendor contracts and finalize details for execution
- Manage vendor relationships and ensure proper delivery of services
- Set up all favors and décor
- Assist in distributing flowers
- Manage ceremony logistics and cue key stakeholders in their roles
- Assist with returning rental items
- One additional consult

**\$1,200**

\*All events over 100 guests require an additional on-site coordinator at a reduced rate of \$150

### Make Me a ROCKSTAR!

- We'll make you feel important and...
- Unlimited assistance with all details
- Second on site Coordinator
- Manage guest relations
  - >RSVP management
  - >Weekly reports on RSVPs
  - >Assist with seating arrangements
  - >Assist in printing seating cards
- Ensure cleanup of all sites

**\$1,700**