

## EVENT PLANNER

Our full planning services include:

**Concept** – we will help you create an entire concept for your event for every detail from invitation design right up to the grand exit! We create private concept boards to give you a visual inspiration of the day.

**Budget** – we create an internal estimated budget tracker to help track expenses for your event. This is a working document, which we can go over on a regular basis throughout your planning process.

**Event Styling** – we will assist in helping you style your event, suggest what will work in your chosen event space, and what décor will work best to achieve your desired theme. We also create a floor plan and mockups for the day.

**Vendor Rentals** – we will research & help select any and all of the vendors you wish to hire for your event! This includes attending tastings with caterers, helping find the right talent, photographers, florists, negotiating the best pricing on décor, linens, rental furniture, unique details, etc.!

**Destination Management** (optional add-on) – we can assist with hotel room blocks, arranging event day transportation for you and your guests, and welcome/turndown services.

**Details Outline** – 16 weeks prior to your event, we go into the space and have a head-to-toe design meeting to cover every single detail of the day! We talk about everything from the lighting concept and linen color, to

guestbook & gifting. Event Lab will then create a Details Outline, which includes all of our remaining “to-do” list items. We will cross them off regularly, until everything is in place to make your perfect day totally stress-free!

**Coordination** – we will coordinate with all of your vendors & rentals, such as venue, lighting, talent, photographers, décor, etc. This includes all outside vendor arrivals, setup, staging, and breakdown scheduling.

**Timeline**– we create a detailed event timeline for the day, which we provide to you and all of your vendors. This provides you with an in-depth overview of exactly how your event will flow. We effectively manage this timeline & adjust accordingly based on any changes you desire.

**Setup** – we will set up everything for you, so all you will have to do on the day of your event is come ready to celebrate!

**Onsite Management** – we will remain onsite for the duration of the event, making sure everything runs smoothly & every detail of the day is flawless. We will oversee all event details & event related activities

**Strike** – we will work with all vendors at the close of the event to manage breaking down all event elements. At this time, we can pay out gratuities on your behalf. Any items that you bring personally, we will package them back up & arrange for them to be collected at a later time.

*“Our goal is to make your special event unforgettable. We can tailor any of our services to meet & exceed all of your expectations!”*

– Event Lab