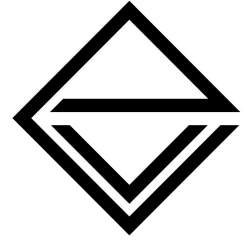


**MONTH-OF
EVENT
COORDINATION**



E V E N T L A B

Our month-of coordination services include:

Details – 4 weeks prior to your event, we go into the space and have a head-to-toe design meeting to cover every single detail of your day! We talk about everything from the lighting concept and linen color, to the guestbook & gifting. Event Lab will then create a Details Outline, which includes all of your remaining “to-do” list items. We will cross them off regularly, until everything is in place to make your event 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 and 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.