



## EVENT CONSULTING

After years of experience we know what it takes to create and orchestrate events of all types and sizes. Almost every weekend for more than a decade we have been providing service to Weddings and other Special Events. We are also involved in planning and serving corporate and municipal events. We have knowledge of the regulations that may affect your plans can guide you accordingly thru the decision making process.

1. Initial consultation. Concept / planning / options. We go through the day's activities to get an understanding of your exact needs. Initial tent size or hall layout will be suggested at this time. Areas of concern and a list of options will also be given. An initial budget will be given at this time.
2. Decorating: Theme / style / colours. Start with a theme. This will determine your style and your colours. We will try and get an idea of where your needs are and where to concentrate. A preliminary budget can be given at this time.
3. Invitations: We can guide through this process to help you get the correct wording and dates.
4. Time line: Set up dates / schedule / logistics. Who is responsible for what? Who sets up first? How does it all come together?
5. Coordinator: Orchestration / Site management. On the day of your event we can make sure your site is kept on schedule and runs smoothly. This starts days before your event and continues until final clean up.

### **1. Initial consultation. Site check:**

Event:

Date:

Time:

Location:

Wedding:

Ceremony details:

Reception details:

Tent size planner:

Tables and chairs:

Linen:

Head table:

Other tables:

Dance floor:

Lighting:

Other power:

Decorating:

Washrooms:

Parking:

Catering:

Table setting:

Legal:

Building permits:

Liquor licence:

Fire code: Access to doors will affect your seating plan and number of people in a defined space.

Under ground / overhead services:

Clean up:

**Decorating:**

Location:

Time / Date:

Type of event:

Style:

Theme:

Colour:

Pick up:

Delivery / pick up only:

Set up / tear down:

Overtime set up:

Overtime take down:

Ceremony:

Reception:

Other:

Tent:

## Time line:

List of vendors:

Time /date:

Take down: