



## *Regal Event Designs*

### *EVENT Service Packages*

*Our team here at Regal Event Designs are experts in full-service event planning and design and event day coordination. Our team is comprised of event professionals that are passionate about breathing life into your event dreams and vision! We have built strong relationships with leaders both within the industry and beyond to collaboratively produce the perfect event.*

#### **Event Planning**

- *Unlimited personal consultations for meetings and vendor consultations*
- *Unlimited consultations via email or phone*
- *Manage budget and provide client with updates on monies spent*
- *Provide event planning timeline and maintain schedule for meetings, deadlines, and vendor payments*
- *Schedule, coordinate, and attend meetings with event vendors*
- *Venue Research- locate venues, correspond with venue manager, schedule appointments, and attend tours*
- *Vendor recommendations suitable to client's budget and taste to include: photographer, videographer, caterer, bar catering, band and/or DJ, florist, bakers, entertainment, stationery or invitation designer packages and all other event professionals*
- *Read and oversee all contracts executed by the client with event professionals*
- *Negotiate contracts, promotions, and discounts with event professionals*
- *Complete Style and Design planning*
- *Event style consultation to review ideas for the event day invitations, stationery items, floral and décor, linens, lighting, cuisine, favors, and other miscellaneous details*
- *Assistance with designing and providing wording for invitations, announcements, event programs, and other event related stationery*
- *Assistance with ordering invitations, escort cards, place cards, table numbers, menu cards, and other stationery needs*
- *Create floor plan and overview set-up logistics*
- *Seating arrangement assistance*
- *Assist with selecting catering and beverage menus*

- *Arrange transportation and hotel accommodations for event team and out of town guests*
- *Create master itinerary to be reviewed and approved by client- including schedules for vendor set-up, and event activities.*
- *Provide itinerary to select vendors participating in day-of activities*
- *Discuss event activities with vendors involved*
- *Finalize all remaining vendor payments*
- *Etiquette advice for need to know/sticky situations*

### ***Event Day***

- *Complete event day coordination from set-up to break-down*
- *One additional assistant on location/ per 150.*
- *Provide direction of event activities to speaker/ special guests, presenters, host(ess)/ greeters, musicians, entertainers etc.*
- *Greet vendors and oversee the set-up of the event*
- *Assist photographer and organize event photo-schedule*
- *Cue the members of entertainment,band or DJ throughout the event activities*
- *Coordinate with vendors for pick-up and break-down schedules*

Check us out on [Instagram - Regal Event Designs](#) and [Facebook - Regal Event Designs](#)