

# FAB.

— *event design* —

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## *design + coordination*

Maybe we should call this partial planning. This is for the couples that have a jump-start on the planning, but need help fine tuning the rest of the logistics and design. We can assist you in selecting décor design and help you personalize your day with originally designed and crafted elements. After we've helped you create a beautiful event, we can ensure it runs seamlessly. The list below is comprehensive, but not complete. If you need additional services, please ask!

### Prior to the event:

- Initial meeting to discuss any and all details pertaining to your event plans
- Meetings, phone calls, and emails to discuss event details and make sure the plans are ironed out and we have the same vision of your day
- Contract review and payment reminders
- Pull together your ideas with our creative know-how to produce a cohesive event design
- Assistance with design and creation of elements including invitations, menus, favors, etc
- Help with selection of décor elements
- Vendor recommendations
- Personal timeline creation
- Vendor contacts and coordination
- Ensuring you are on track with tasks and projects
- Rehearsal for up to two hours by coordinator or coordinator's assistant
- Any and all wedding support you need to help you prepare to hand the details over and let us execute the day of your dreams

### Day of the wedding:

- The "go-to" person and emergency contact the day of the event
- A lead coordinator and an assistant coordinator for wedding related tasks
- Oversee or personally handle décor set up at the ceremony and reception sites including set up of chair covers, table décor, escort cards, placing favors, and more
- Delivering prearranged and preordered food
- Pinning on boutonnieres and corsages as well as handing out bouquets
- Coordination with photographer to set up first look if pictures are taken prior to the ceremony
- Vendor coordination and direction
- Send you and your bridal party down the aisle [stress-free]
- Ensure the day sticks to the timeline and the details are completed
- Distribute final payments and tips
- Emergency kit provided

### Clean up and rental return services:

- If necessary, counting chair covers and sashes, glassware, and placing them in the proper transport containers
- Packing personal belongings and preparing them for departure
- Ensure that all items are accounted for and everything is finalized with the venue manager before departing
- Returning rental items the following week (restrictions apply)
- Outdoor events are subject to different cleanup and return services and fees
- Gift and wedding item delivery to hotel or home offered as an add-on service