

FAB.

— event design —

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grand planning

You're busy. You need a planner. We can take care of it all or work along side you to make sure everything is fabulous. We'll manage venue hunting, vendor selection, design, and coordination of your event. From the first task to the last dance, we're here for you to create a wedding or commitment ceremony that is both flawless in style and execution. 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
- Unlimited 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
- Vendor research, suggestions, and selection
- Décor design, shopping, and creation
- Contract review and payment reminders
- 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 event support you need to help you prepare to hand the details over and let us execute the day of your dreams

Day of the event:

- The "go-to" person and emergency contact the day of the event
- Coordinator and one assistant to run event schedule and handle tasks
- Oversee or personally handle décor set up at the ceremony and reception sites including set up of chair covers, centerpieces, escort cards, placing favors, placing floral arrangements, and more
- Delivering prearranged and preordered food
- Pinning on boutonnieres and corsages as well as handing out bouquets
- Coordination with photographer to set up a private meeting or reveal 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 kits provided for both the guys and the ladies

Clean up and rental return services:

- If necessary, counting chair covers and sashes, glassware, and placing them in the proper transport containers
- Ensure that all items are accounted for and everything is finalized with the catering manager before leaving for the night
- Returning rental items the following week (excluding tuxes or clothing rental)
- 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