



Sample Menu – Event Options

Building tailored experiences to maximize connections

PRE-EVENT

- Guest Management
- Vendor Management
- Catering Coordination
- Personalized & Unique Take-Away's
- Marketing Material Creation
- Event Preparation Logistics
- Single Point Person Contact
- Logistic Coordination
- Account Management

DAY OF EVENT

- Day of Event Coordination
- Vendor Coordination
- Special Experience Coordination
- Basic Photography (iPhone). Elevated photography available
- Time Management
- Setting up display of take-away gifts when departing.

POST-EVENT

- Event wrap-up.
- Event 1-pager for marketing purposes.
- Create and maintain documentation of guests that were in attendance.

We are here to help with all your needs. If you do not see something above please ask! Special Note: Due to various limitations we unfortunately cannot assist with day of staff assistance including but not limited to wait staff, housekeeping, kitchen assistance, etc. We have the contacts and resources to pre-arrange these services

[^]Events are tailored to client needs. This menu is a broad description of offerings

Service items may be contracted individually. Additional items available upon request. Packages above are a summary of services offered. Customization is encouraged.