

THE ROYALTY BASH





Pearls
event & co.

ABOUT

For the client who has a demanding career, a full social calendar, or simply wants to employ a coordinator to “make it happen” Pearls Event and Co. offers “The Royalty Bash.” We keep you on track, coordinate scheduling, conceptualize a personalized design, manage logistics, and answer any questions along the way.

See below for the full breakdown!

DESCRIPTION OF SERVICES

- **Budget development, prioritization and management.**
- **Develop a detailed and individualized checklist to follow for each month.**
- **Securing your ideal venue - contract negotiation & review**
- **Pairing you with and securing the right team of vendors:**
 - Identify professional vendors within each category, based on your budget and stylistic needs to verify vendor availability
 - Pull customized proposals, as needed
 - Arrange and attend vendor meeting(s) - based on availability.
 - Contract review & negotiation
 - Vendor payment schedule & alerts
 - Assist in choosing wedding design
 - Recommendations and guidance on all vendors
- **Bi-Weekly Check In Calls and/or Email updates**
- **Design / Creativity**
 - Ensure design cohesiveness for each event
 - Assist with: linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
 - Assistance with Moodboard
- **Logistics/ Day of Coordination**
 - Produce a comprehensive and complete timeline for the event(s).
 - Full venue walk-through prior to the wedding.
 - Communicate with musicians on ceremony and reception song selections and cueing wedding party for processional, recessional, and reception.
 - We will provide up to four coordinators on the wedding day.
 - Managing all vendors (confirming arrival, set up time, services, and balances).
 - Reviewing all vendor contracts to ensure they are delivering as promised.
 - Managing and Attending to all needs for the Bride, Groom, Bridal Party, Families, and Guests. Hours of service will be dependent on the event timings.
 - Facilitate the wedding ceremony
 - Check for any items necessary to properly conduct the ceremony
 - Coordinate transportation arrangements (shuttles to and from the venue)