



# ALLISON SARGENT EVENTS

## **Social Event Services**

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The combination of our expertise and our carefully selected Vendors provides you with powerhouse resources, capable of executing a memorable event.

ASE offers you various talent and resources to plan your special event and ensure a fabulous experience. We will ensure we totally understand your tastes, the dynamics of your guests, the budget and the theme you have in mind in order to recommend the right entertainment, décor, sound, venue, and more. ASE will pay close attention to every detail and every aspect of your event to create a realistic timeline and series of activities needed to plan properly. All recommendations will be researched with only the best options presented to you for services needed. Most important, we will be available for you, responsive to your needs and requests and flexible to any and all changes that occur during the planning process.

### **Event Style & Design**

- Research and create design plan for Event
- Design Review Meeting(s) with Client

### **Venue Research & Selection**

- Research based on location and budget
- Site Visit(s) with Client

### **Vendor Research and Selection**

- Research based on budget and requirements
- Meeting(s) with Client

### **Hotel Arrangements**

### **Transportation Services**

### **Coordinate all Event Printed Materials**

- Design save-the-date and Invitation
- Coordinate Calligraphy
- Collate, hand cancel, and mail save-the-date and invitation
- Take RSVPs
- Design Programs, Menu Cards & escort cards
- Coordinate the design of printed cocktail napkins and guest towels
- Design Sign-In



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### Coordinate Gifts and Amenities

- Research/Design unique gift ideas for guests
- Research/Design unique gifts for Bridal Party
- Custom Wrap Gifts
- Design and Coordinate Hotel Welcome Baskets
- Design and Coordinate Amenities baskets for restrooms

### Manage Event Logistics

- Create layout of cocktail area and main event space
- Create detailed timeline of events
- Confirm all vendors
- Finalize production schedule for all vendors 24 hours prior to event
- Continuously discuss and revise ideas for Event with Client

### Day of Event Coordination

- Onsite of Venue – Check in all deliveries from vendors
- Oversee set-up of venue (décor, lighting, staging, place settings, escort cards, etc...)
- Monitor and oversee physical operations
- Manage production according to schedule and/or the direction of the Client
- Provide general family assistance
- Welcome Guests as they arrive /Thank Guests at the end of the evening

NOTE: ASE charges a fee of \$150 per hour or a flat rate project fee which is determined by the scope of work.