



Court & Co.

WEDDINGS AND EVENTS

COURT & CO. WEDDINGS AND EVENTS EVENT PLANNING SERVICES

Pre-Event Services:

- Initial Video Call consultation reviewing all aspects of your event
- Unlimited phone and email communication from the date of signed contract
- Provide event planning and design advice
- Venue walkthrough
- Finalize and review decor items
- Communication and coordination with vendor team throughout the entire process
- Create custom event timeline
- As previously agreed upon, obtain client's decor items for set-up on event day
- Optional Guest Welcome/Gift Bags (for additional fee) which includes:
 - Planning and design development
 - Buying/sourcing all items
 - Assembling bags
 - Bag delivery to hotel/venue/client

Event Day Services:

- Assist/direct host, vendors and guests throughout the event
- Execute event day timeline to ensure everything/everyone remains on schedule
- Provide Lead Planner and assistant for event day
- Greet, direct and assist guests throughout the event
- Oversee set-up and vendors
- Place clients' decor items as discussed
- Ensure clients' personal/decor items are removed from the event space

Services Available For:

- Birthday Party
- Baby Shower/Bridal Shower
- Anniversary
- Business Conference/Business Retreats
- Workshops
- Brand Launch
- & More!

Client Responsibilities:

- Selecting, booking and paying all vendors according to agreed upon vendor contracts
- Making decisions, providing requested information and communicating any changes to Court & Co. and vendors in a timely manner
- Making timely payments of deposits, fees, and reimbursements to Court & Co.
- Providing Court & Co. copies of vendor contracts from each vendor
- Provide a warm meal at the event for each member of the Court & Co. team if previously agreed upon
- Arranging for a licensed bartender to serve all alcoholic beverages
- Complying with Court & Co. business schedule. Business hours are typically Monday-Friday between 10am-7pm, unless arranged otherwise, with events typically on weekends
- Be kind and respectful to all Court & Co. team members!

Additional Notes:

- Court & Co. team will not hang anything that will go above anyone's head
- Court & Co. team will not use ladders for any reason
- Court & Co. will not enter into any contracts or pay any invoices on behalf of the Client(s)