



info@cromandadesign.com

Sophisticated Design Package (Day of Management)

This service is designed for those who would like to do all the planning on their own but need us to pull it together on the day of your event so that your time and energy is focused on your special day. Before the event, we will meet with you and walk through the details of your event. On the day of your event, we'll take over so that you can relax knowing everything is taken care of. We will transform planning your event into a fun, creative, and stress-free experience.

Planning:

- Initial consultation
- Two before the event consultations
- A thorough walkthrough of the venue
- Manage day activities (total of 9 hours)
- Assigned team (2 design team experts)
- Create a timeline of events to distribute to vendors
- Vendor management
 - o Confirmation details of arrival/delivery
 - o Payment handling
- Table Management (if applicable)
 - o Reserved signs
 - o Menu cards
 - o Place cards
 - o Guest book
 - o Gift Table

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