



List of Services Available for Events

- Accommodations Logistics
- Auctions (live and silent)
 - Bid sheets
 - Item Organization
 - Item Pricing
 - On site set up
- Budget Creation and Maintenance
- Cash Management
 - A/P Management
 - Cash/Check Disbursement
 - Ticket Sales (for fundraisers)
- Catering
 - Cocktail Party
 - Dinner
 - Breakfast
 - Luncheon
 - Dessert
- Celebrities
 - Hosts
 - Guests
 - Entertainment
- Database Maintenance
- Day-of-Event Management
- Décor
 - A/V
 - Centerpieces
 - Flowers
 - Room Dividers
 - Set Design
- Delivery, Setup, & Removal Scheduling
- Entertainment
 - For Adults
 - For Children
 - Themed
 - Models (Servers, Check-in, Costumed)
 - Music
- Floor Plan Creation, including Staff Areas
- Flooring Rental (Dance Floor, Carpeting)
- Fundraising
- Generator Sizing & Acquisition (for outdoor events)
- Gifts/Gift Bags Acquisition
- Guest List & RSVP Management
- Invitations
 - Copywriting
 - Design/Creation
 - Fulfillment and Delivery
 - Hand Canceling of Stamps
 - Production and Printing
- Lighting Design
- Limousines/Transportation
- Menu Creation & Selection
- Photography
- Port-o-Sans Rental
- Programs and Journals
 - Design/Creation
 - Production
 - Copywriting
 - Printing
- Rentals
 - Bars, Bar Equipment
 - Tables (Buffet, Cocktail, High Top)
 - Candleholders and Candles
 - Chairs
 - China, Glassware and Silverware
 - Coffee Service
 - BBQ Grills
 - Kitchen Equipment
 - Linens/Napkins
 - Service Stands
 - Service Trays
 - White Gloves
- Security
- Signage Design and Production
- Staffing
 - Bartenders
 - Captains
 - Chefs/Pastry Chefs/Kitchen Staff
 - Port-o-Sans Attendants
 - Waiters/Servers/Bussing Staff
- Tent Rental
 - Air Conditioning/Heat for Tents
 - Canopies/Walkways
 - Staff/Staging Areas
- Timeline Creation
- Tradeshow Management
- Valet Parking
- Vendor Negotiations
- Venue Selection
- Video/Presentation Production
- Videography