

We plan, manage and execute your event from start to finish. This involves us:

- Creating a budget for your event, which is determined by the total number of guest expected and the desired theme.
- Drawing up a detailed and personalized timeline, which is a Count- down calendar, tailored, to your event.
- Sourcing for vendors, best suited to your event and budget. We are also willing to work with your own prescribed vendors.
- Creation of a floor plan, showing precise positioning of vendors, hostesses, seating arrangement etc.
- Meeting with vendors on a regular basis to update on event plans.
- Provision of hostesses, ushers, usherettes and coordinators

### **Event Consultation:**

In a One-On-One consultation with us, you will be provided with expert advice on the best way to manage your event yourself or professionally absolutely FREE!!! If you decide to hire us to manage your event, then we can walk the talk, making the paper works a reality.

### **Event Coordination:**

The seamless transition of the different aspects of any event is crucial to it's success. Our team of professional event managers is available to provide expert co-ordination on the day of your event. This ensures that it runs smoothly so you and your guests can truly enjoy the moment.

### **Hostess Services:**

We provide well-groomed, professional, presentable Hostesses, ushers, usherettes and coordinators for your event.

Following an initial consultation with you, we complete a detailed events questionnaire and furnish you with a comprehensive written quotation. We will work closely with you to ensure we offer venues and suppliers that reflect the type of event you require whilst staying within your budget. Once the venue is secured we will manage all the details from decorators, florists, photographers, caterers to entertainment. The client however, still makes all the final decisions.