

HI, WE ARE
THE COLLABORATIVE
EVENTS & CO.!



LOCATION:
CENTRAL FLORIDA

SERVICE:
DAY OF COORDINATION
&
EVENT STYLING

ABOUT US

WE ARE JESUS & JOANNA A HUSBAND AND WIFE DUO TEAM. WE ARE READY TO BRING ALL YOUR EVENT DREAMS TO LIFE! AFTER SO MANY YEARS OF SUCCESSFULLY EXECUTING AMAZING EVENTS FOR OUR FAMILY AND FRIENDS WE DECIDED IT WAS TIME TO EMBRACE OUR TALENTS AND TAKE ON CLIENTS. WE UNDERSTAND HOW IMPORTANT CREATING AND PLANNING EVENTS IS, SO WE MAKE IT OUR MISSION TO HELP YOU BRING THAT VISION TO LIFE, WHAT EVER IT MAY BE! WE ARE PASSIONATE, AND CAN'T WAIT TO COLLABORATE WITH YOU ON YOUR NEXT EVENT!

WE OFFER EVENT PLANNING, EVENT STYLING, LUXURY BALLOONS, INTIMATE PICNICS & SO MUCH MORE!

INTIMATE WEDDING DECOR



FLORALS



DAY OF COORDINATION

OUR PRICES ARE DESIGNED TO ENSURE THAT OUR CLIENTS WILL ALWAYS RECEIVE THE HIGHEST QUALITY SERVICE & DESIGNS.

Day of Coordination Investment \$900 for up to 6 hrs of coverage (additional hours can be added)

- Month of wedding planning
- Venue walk thru if local
- Destination weddings (day before rehearsal with venue walk thru)
- The Coordinator will be responsible for helping with and coordinating early set-up at the venue with venue staff, including placement of tables and chairs, altar or arch decorations, church or venue decoration, officiant prep, and wedding party needs.
- The Coordinator will ensure that the wedding parties have access to irons or steamers, curlers, stain removers and emergency kits.
- The Coordinator will direct the caterer, florist, photographer and cake decorator to their respective places and assist in unloading and setting up items as needed.
- The Coordinator will gather and arrange all necessary parties for formal portraits with the photographer at discussed time.
- The Coordinator will facilitate the "first look" as needed.
- The Coordinator will help direct any live music, microphones and sound equipment prior to the ceremony and ensure that it is in working order and can be heard from all guest positions.
- The Coordinator will ensure food vendor has properly set out food before the ceremony begins.
- The Coordinator will cue the musicians to begin playing music no later than Agreed time once discussed.
- The Coordinator will help guests with questions and arrange for signage regarding the guest book, programs and bathrooms.
- The Coordinator will check for the proper placement of programs, readings, vows, rings and sheet music.
- The Coordinator will cue the processional and the accompanying music.
- After the ceremony, the Coordinator will direct guests to the reception venue.
- The Coordinator will help direct clean-up and disassembling of items and decorations at the ceremony before attending the reception if time allowed.
- The Coordinator will direct guests to proper table numbers, seating and activities at the reception.

DAY OF COORDINATION

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- The Coordinator will direct the DJ/band on timing for the arrival and announcement of the Couple.
- The Coordinator will help find places for unexpected gifts and will ensure that the marriage license is correctly signed and safely stowed.
- The Coordinator will help cue the DJ/Band for toasts, the cutting of the cake, the bouquet/garter toss and the first dances if couple desires any.
- The Coordinator will direct guests with dietary restrictions to the proper areas or meals.
- The Coordinator will help coordinate transportation for the Couple and time it with any end-of-the-night ceremonies at agreed time, including sparklers, bubbles, confetti, etc.
- The Coordinator will help with and direct clean-up no later than scheduled time of venue rental (example if your rental is until 8pm we will start at 7pm)
- The Coordinator will also work with the couple on creating a timeline for wedding day

Event Styling

While Event Coordination deals mostly with the operational aspects of your event, Event Styling is the responsibility for bringing your vision to life!

If need be, The Coordinator does provide an Event Styling service for DIY- DO IT YOURSELF Brides for décor. That fee is \$150 per hour the following is included with this service.

- Consulting with you to develop unified visual plan and design of your wedding.
- Handling of DIY décor that is received from the couple day of wedding.
- Setup of event décor to provide the aesthetics, and make sure it's cohesive and we achieve the mood you desire.

THECOLLABORATIVEEVENTSANDCO@GMAIL.COM

WWW.COLLABORATIVEEVENTSANDCO.COM

THANK YOU SO
MUCH FOR YOUR
TIME.



WE WOULD BE HONORED IF YOU CONSIDER US FOR
ANY FUTURE EVENTS THAT MIGHT BE A GOOD FIT!

JOANNA & JESUS

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