



From "Yes" to "I do" ... and all of life's memorable events thereafter....Let's handle it!

Milestone Planning

Pauché Events is committed to perfect planning and execution to make sure your Milestone celebrations are a memorable experience. Our full planning package includes up to 10 hours on the event day, and many hours of planning prior to your event as we pull together all of the details to ensure a smooth and stress-free day. This includes the following:

- Meeting with you prior to your event to get to know your vision. Developing close relationships with our clients is important, to adequately understand your story, personality, vision and expectations.
- Assist with developing your style, colors, theme. Provide recommendations and assistance for tying together your floral, linens, lighting, furniture, stationery and all décor to complete the vision for your day.
- Vendor recommendations and selection – work together with client to select and confirm appropriate vendors that align with the vision for the event; based on your style, budget and personality that best suits your event.
- Vendor meetings – Set – up and attend vendor meetings, tastings, site visits for your venues, coordinated décor and design meetings, caterer's and baker's tastings. Just a few of the type of meetings we attend on your behalf during the planning process.
- Contract review: We review your vendor contracts to ensure efficient timing for the day, booking of enough hours and there are no overlooked details.
- Work with you to develop a comprehensive day-of schedule including all of your vendors.
- Contact and communication with your vendors to develop a schedule that runs smoothly and works for everyone.
- Coordination of rentals: This might entail tents, linens, tables, china, silverware, chairs and also portable restrooms, heaters, generators, staging, up-lighting, flooring or draping.
- Transportation coordination: Booking and ensuring smooth timing of all event day transportation for event party and guests.
- Welcome bags & favors: Provide ideas, shopping for, assembling and delivery welcome bags and favors for your event
- Hotel accommodations: Coordinating blocks of rooms at selected hotels
- Confirmation calls with your vendors the week of the event to finalize the schedule and timeline.
- Attending your final meeting (walk through) at your venue and reviewing the BEO (Banquet Event Order) and/or other pertinent venue related details.
- On-site coordination and supervision at your celebration. This includes working with all on-site vendors including the venue, florist, musicians, photographer, baker, etc. on their set up and schedule fulfillment.
- Coordination until all the scheduled events have taken place during your event day.
- An assistant for the day of your event, if event is over 100 guests.

Negotiable EXTRAS:

- Assistance with Stationery: This might include the management of the design and production of your save the dates, invitations, place cards, menus and other printed materials
- Personal Styling: shopping for event day attire, accessories for you. Putting together a complete look from head to toe!
- Event website: creation of your own event website.
- Destination events
- Handling of your RSVP's (can include receiving and tracking your RSVP's)
- And more!