



W E D D I N G S & E V E N T S

### Full Service Planning Includes

Create Budget and Manage Expenses/ Deposits/Final Payments Due	Monthly Planning Forecast/Checklists	Ceremony Planning
Theme Development and Design Concept	Site Selection and Contract Negotiation	Detailed Event Timelines for Vendors and Wedding Party
Advice and Guidance on Rehearsal Dinner, Hospitality Suite, and Farewell Brunch	Vendor Referrals and Appointment Schedules	Seating Chart and Floor Plans
Event Logistics/Venue Review	Detailed Food & Beverage Plan/Tasting	Tip Requests/Distribution
Guest Accommodations	Develop and Manage Production Schedule	Orchestrate the Rehearsal, Vendor Set-Up/Teardown
Entertainment/Rider Requests	Invitation Spreadsheets and Etiquette Addressing	Collect Personal Items and Return to the Couple
Transportation	Stationery Orders such as Invitation Suites, Programs, Menu Cards, Place Cards, etc.	Manage the Wedding Day
Gown and Formalwear Referrals		Run Errands as Needed Wedding Week
Secure Rentals		Post Event Follow Up

*ShaFox is best known for our exceptional and detailed planning along with a realistic approach towards event production. Our vast experience of over 20 years includes numerous multicultural weddings, private home events, and a reputation of perfection. Our positive energy and calm approach help make this adventure together truly memorable.*

**Contact us today and let's get planning!**



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EXPERIENCE. *elegance*. ENJOYMENT.