

What we do

Full Service Planning Includes

Create Budget and
Manage Expenses/
Deposits/Final Payments Due

Theme Development
and Design Concepts

Advice and Guidance on Rehearsal
Dinner, Welcome Reception,
Hospitality Suite, Farewell Brunch,
and more

Event Logistics/Venue Review

Site Selection and Contract
Negotiations

Guest Accommodations

Entertainment/Rider Requests

Transportation

Gown and Formalwear Referrals

Monthly Planning
Forecast/Checklists

Site Selection
and Contract Negotiation

Vendor Referrals and
Appointment Schedules

Detailed Food & Beverage
Plan/Tasting

Secure Rentals

Develop and Manage
Production Schedule

Invitation Spreadsheets
and Etiquette Addressing

Stationery Orders such as
Invitation Suites, Programs,
Menu Cards, Place Cards, etc.

Ceremony Planning

Seating Chart and Floor Plans

Detailed Event Timelines for
Vendors and Wedding Party

All Event Set-Up and
Teardown

Tip Requests/Distribution

Orchestrate the Rehearsal
and Manage the Wedding Day

Collect Personal Items and
Return to the Couple

Run Errands as needed during
the Wedding Week

Post Event Follow Up

ShaFox is best known for our exceptional and detailed planning along with a realistic approach towards event production. Our positive energy and calm approach help create a memorable planning journey. Our events are not simply beautiful, they are well-organized where everyone thoroughly enjoys the experience.

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shafox

WEDDINGS & EVENTS

502-235-7152

EXPERIENCE. *elegance.* ENJOYMENT.