



EVENTS BY BELLA



WEEKEND PLANNING



Planning Services

*UNLIMITED EMAIL/PHONE ACCESS

FOUR WEEKS PRIOR:

COORDINATE ALL WEDDING VENDORS AND BECOME MAIN POINT OF CONTACT

CREATE AND EXECUTE EVENT ITINERARY

FINALIZE THE FLOOR PLAN WITH DESIGNER AND VENUE

CONDUCT FINAL WALK-THROUGH WITH VENUE AND MAKE VENDOR INTRODUCTIONS

FINALIZE EVENT TIMELINE AND REVIEW WITH ALL VENDORS

REHEARSAL PLANNING AND ATTENDANCE



On-Site Management

PROVIDE VIP SERVICE ON-SITE

ACT AS DAY-OF CONTACT FOR ALL VENDORS AND VENUE

MANAGE SCHEDULE FOR CLIENT AND OTHER VIP'S

ACT AS CONSULTANT TO WEDDING PARTY FOR LAST MINUTES QUESTIONS, SCHEDULE, PROCESSIONAL ORDER, ETC.

ASSIST CLIENTS WITH COORDINATION FOR PHOTOS

CONFIRM DELIVERY, PROPOSAL PLACEMENT AND DESIGN OF RENTAL AND ADDITIONAL DÉCOR ELEMENTS

CONFIRM FLORAL DÉCOR IS ARRANGED AS PER CLIENTS' WISHES

ENSURE ALL WEDDING DAY STATIONARY IS PROPERLY DISPLAYED AND DISTRIBUTED

MANAGE VENDOR SCHEDULES AND LIAISON WITH CATERER TO ENSURE PROPER DINING EXPERIENCE FOR GUESTS

MANAGE SEATING ARRANGEMENT CONTINGENCY PLAN FOR LAST MINUTE GUEST ADDITIONS OR CANCELLATIONS

ALERT ALL KEY VENDORS (INCLUDING PHOTOGRAPHER, VIDEOGRAPHER, VENUE, ETC.)

BEFORE SIGNIFICANT EVENTS, SUCH AS: SPECIAL DANCES, SPEECHES, CAKE CUTTING, ETC

ATTEND TO ANY OUTSTANDING OR LAST MINUTE PAYMENTS

MAKE SURE BRIDE AND GROOM ONLY HAVE ONE POINT OF CONTACT WHERE WE ACT AS GATEKEEPER

ASK ABOUT OUR SET-UP AND BREAKDOWN DESIGN SERVICE!

WWW.BELLASAPORE.COM





Events by Bella

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ASK ABOUT OUR EXCLUSIVE PACKAGE WITH
BEAR LAKE RESERVE

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