

Step 1

Discovery



A member of our team will reach out for a 15 minute call to discuss:

- Date/Timing for Event
- Major Objectives for Attendees
- Budget/Pricing
- Our Initial Recommendations

Step 2

Design



We'll design a personalized offering for your event including an official Proposal featuring:

- Event Recommendations
- Pricing
- Booking Best Practices and Requirements
- Contact Information

Step 3

Decision



You decide
you want to book!

Excellent!
Our team will provide a
contract and invoice
for the event.

Not a right fit
at this time

Let's talk!
We can discuss alternatives.
If not, please consider us as
a future resource.

Step 4

Deposit



A **50% Deposit** is due with signed contract,
no less than 14 days prior to event date.

We accept check or credit card for payment.

Balance in Full is due prior to event start.

Step 5

Delivery



2 weeks prior
to event

We'll touch base to
check in on needs
or logistics and be
available for calls

On the
day of event

We'll be on-site 30-
60 minutes ahead
of time depending
on set-up needs

48 hours
after event

You'll receive a link to
a customer
satisfaction survey.
We'd love to hear
how we did!