

The logo for Percy Sales Events is displayed within a rectangular frame. The left half of the frame is pink and the right half is orange. The word "Percy" is written in a white, elegant cursive font on the pink background. The word "Sales" is written in the same cursive font on the orange background. Below "Percy" and "Sales", the word "EVENTS" is written in a white, all-caps, sans-serif font, centered across the entire width of the frame.

# Percy Sales EVENTS

## STANDARD EVENT SERVICES

*Included in with all Percy Sales Events Packages*

- ❖ Confirmation of all vendors to ensure everything is in place for your wedding or event
- ❖ On-site management of all vendors including set-up, execution, and breakdown
- ❖ Oversee proper set-up and design of event areas
- ❖ Distribute all final payments and tips to vendors
- ❖ Creation of a detailed wedding or event logistics timeline and distributed to all vendors
- ❖ Coordination of your rehearsal the day prior to your wedding
- ❖ Organization of the ceremony processional and recessional and instruction of attendants/bridal party of their duties
- ❖ Distribution of personal floral for bridal party and special guests
- ❖ Make sure that all musicians have the correct musical selections for guest arrivals, family seating, processional and recessional
- ❖ On-site management of all wedding or event related aspects, such as grand entrance, toasts, first dances, cake cutting, etc
- ❖ Final wrap up of gifts and personal items and delivering to bridal suite or designated car/driver
- ❖ Ongoing communication with the client throughout the event to assure that all needs are being met
- ❖ Answer guests questions and concerns throughout the day of your event
- ❖ Make sure that parents and very special guests are given special care and attention
- ❖ Keep everything running on schedule, while making sure you are having the time of your life
- ❖ Arrange transportation for guests who may not be able to drive themselves home
- ❖ Make this event the most fun you've had in a long time
- ❖ Give your guests joyful memories to remember forever
- ❖ Handle all the details so that you can relax and enjoy your wedding or event