



A World of INNOVE (Full Service Design, Planning, & Coordination)

You have a wonderful style, but also a very busy schedule, or perhaps you feel clueless when it comes to planning a large event and need someone to steer you in the right direction. You want an event that is seamlessly planned, beautifully designed, and effortlessly enjoyed. You have come to the right place. Our goal, at INNOVE, is to create events that leave you and your guests talking for years to come. Our full service package will allow you to relax and enjoy the entire process as we will handle all the details. While we will present and guide you with innovative options for your event from the very start, the final decision will always be yours.

Please contact us for pricing.

May include:

- **conceptual development/event design**-we believe that each event should be unique and personal. We will create a concept based on your preferences, style, and vision. This concept will be used throughout the planning process to facilitate decisions on everything from site selection to stationery.
- **site evaluations & selection**-we have a database of hundreds of great sites to hold your event. We will present you options and comparisons based on the concept, event size, and geographical preferences. We will then arrange up to 3 site visits with you and help you make your final selection.
- **scouting talent for your affair**-we have a close network with the area's most talented caterers, photographers, videographers, florists, transportation companies, entertainers, and other specialty vendors. We will recommend at least 3 options, within your budget, for each area and give you comparison worksheets to help you make selections.
- **contract negotiation and management**-we will review each contract and make changes as needed. We will assure that each contract is thorough and act as your advocate in negotiation. We will use our experience to guarantee you are receiving the best value from each vendor.
- **budget allotment**-this a very important and often over-looked service. We will help you to develop a realistic budget depending on your desires. We will help you decide how you can get maximum impact for your money in each area of the event from your site, to your flowers, to your food.
- **menu suggestions & advice**-we will guide you through the menu selection process and help you create a menu that will be delicious, enticing, and memorable. We will keep you abreast of the latest trends in catering and assure that your caterer will present all fare so it looks as great as it tastes. We can also research wine pairings and specialty items such as a chocolate fondue bar or a full martini bar.
- **ceremony & etiquette advice**-we can help you think of ideas to make your ceremony personal and offer answers to any etiquette questions you may have along the way.
- **floral design & décor**-we have collaborated with the area's finest floral decorators. We will present you with ideas and options and then work with them to create floral designs that are fresh and stylish. We will also offer sketches and photos to help you envision the final look.

- **lighting design**-lighting is an area of event design that is rarely utilized to achieve maximum impact. Along with our event lighting specialist, we will help you realize an event that is well-lit. Whether it be tiny pin lights on your flowers or blankets of candles on the escort card table, we will assure that your event has the appropriate ambience for your concept.
- **tabletop & rentals**-we have access to the finest in linens, tenting, glassware, flatware, and serving pieces. Your concept will be carried through to these fine details such as a sumptuous silk chair cover or an antique copper serving tray.
- **transportation**-you may have dreamed of a horse and buggy, or perhaps you want a vintage Rolls Royce, whatever your desires, we will contract the best transportation for you and manage the timing and routes.
- **detailed plans & seating arrangements**- your event professionals will receive detailed plans of all function spaces as well as seating arrangements for your guests. Depending on the complexity of the design, we often include plans and elevations of other important features such as the escort table or favor table. We will work with you to assure that each guest is seated in the most logical place with regards to circulation, speakers, and restrooms.
- **event scheduling & timelines**-we compose a thorough minute by minute schedule of your event and forward it to all necessary professionals.
- **stationery design (see our online portfolio)**-we believe that a great event begins with the first piece of stationery. Whether it is a save-the-date or the invitation, we can help you create a unifying look that will complement your overall event design. We offer today's best in custom stationery, as well as some incredible standard lines. We have a team of innovators to work with you to design the perfect save-the-date, invitation, escort card, menu card, program, and thank-you note.
- **favours & specialty gifts**-we will offer you ideas for favours, welcome gifts, amenity baskets, and other special touches. We also offer you the option to purchase these products directly from us, leaving you carefree.
- **calligraphy**-whether your style is modern and funky or elegant and traditional, we will help you find the appropriate artist to address your invitations.
- **guest hotel coordination**-we will arrange room-blocks for your guests at a selection of the best hotels in the area of your event.
- **event website design & hosting**-a great way to tell your guests about your upcoming event. We will design a site that features your personal photos, event colors/theme, and pertinent information.

Day-of INNOVE Plus

The last few months before your special event can be the most stressful. How will you ever figure out the seating arrangements, drop off the out-of-town guest bags at the hotel, tie those 150 ribbons on your favors, have time for that day at the spa, and maintain a professional attitude at work? Stop worrying, we will help you with virtually any task you need to finalize before the big event.

Includes:

- all services included in Day of INNOVE package
- **20** additional hours to be used at your discretion (can choose from additional services menu)

Includes:

- all services included in Day of INNOVE package
- **10** additional hours to be used at your discretion (can choose from additional services menu)

Day-of INNOVE

You have precisely planned all of the details, but now you want the freedom to relax... Who will steam your dress before you walk down the aisle, pin on the little ringbearer's boutonniere, and tell the shy flowergirl it is her turn to walk? Who will make sure that all of the details are visible and executed in the perfect manner in which you envisioned them? Let us do the worrying so you, your family, and your guests can truly enjoy your special event!

Includes:

- Final review consultation (up to 2 hours, about 1 month prior to event)
- orchestration at rehearsal (up to 1 hour)
- thorough review of all vendor contracts
- finalization and confirmation with all vendors
- coordination at event (up to 10 hours)
- interaction with your vendors, so you can relax
- distribution of boutonnieres and other personal flowers
- coordination of processional & cueing musicians
- making sure you are flawless before you begin your ceremony
- distribution of final vendor payments
- use of our wedding day emergency kit
- placement of menus, escort cards, table numbers, guestbook, and final touches
- resolutions to any problems that may arise

Additional services/hourly consulting

(For a list of additional services, view services included in the section titled, "A World of INNOVE (Full Service Design, Planning, & Coordination)," above.

