



So Chic Events is an event design, planning & consulting boutique designed to create the event of your dreams. With a passion for creativity, and dedication to our clients, we help create an impressive, chic and entertaining event that will live in the memory of your guests.

Creative. Stylish. Tailored. Polished.

Shelby O'Connell
Professional Bridal Consultant™



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For Pricing Information please call: 508.478.2309

ESSENTIALS

- Initial complimentary consultation
- Available via phone, email and face to face meetings (as needed)
- Create essentials checklist
- Ceremony & Reception site recommendations
- Provide guidance, suggestions & recommendations throughout
- Budget Management
- Etiquette Guidance
- Professional vendor referrals
- Assistance with vendor selection
- Schedule vendor appointments
- Provide a list of questions for vendor appointments
- Collaborate with vendors throughout the planning process
- Attendance at meetings with vendors (as needed)
- Assistance with menu selection
- Attend final tasting and/or meeting with the caterer
- Place rental orders
- Contract review assistance
- Assist with arrangements for out of town guests
- Itinerary development & management
- Assistance with ceremony details
- Assistance with reception layout & seating arrangements

EVENT & CREATIVE DESIGN

- Develop overall design, style & vision
- Determine the color scheme and/or theme
- Work with vendors to achieve event vision
- Rentals – assistance with choosing linens, chairs, tent etc.
- Room layout & design
- Assistance with invitations & all other stationery items including save the dates, menus, programs, table cards, place cards and maps
- Assistance with favors, centerpieces, décor, welcome bags for out of town guests, restroom amenity baskets etc.

A LA CARTE – CUSTOM DESIGN ITEMS & SERVICES

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| • Invitations | • Favors | • Luminaries – memorial, decorative, table number etc. |
| • Save the dates | • Welcome baskets | • Logos and/or monograms |
| • Ceremony programs | • Restroom amenity baskets | • Personalized carved pumpkins (with names, initials or design) |
| • Menu cards | • Ring pillows | • Table runners |
| • Place cards and/or Escort Cards | • Bridal card bags | • Candy buffets |
| • Table cards or tents | • Flower girl baskets | • Other specialty décor |
| | • Banners and signs | |

WEDDING DAY COORDINATION

*Begins 4 - 6 weeks before the wedding date

- Review vendor contracts
- Confirm timelines & details w/ vendors 2 - 3 weeks prior to the wedding date
- Conduct Ceremony rehearsal up to 2 hours
- Provide one coordinator for up to 10 hours
- Orchestrate set up of ceremony & reception locations including linens, rentals, favors, place cards, table cards, guestbook etc.
- Assist Bride, Groom, wedding party & immediate family
- Act as liaison between the wedding party and the vendors
- Assist vendors as needed
- Provide detailed itineraries and timelines to bridal party & vendors
- Oversee & manage the ceremony & reception.
- Collaborate with DJ/Band/MC & prepare wedding party for entrance
- Direct guests as necessary
- Distribute tossing items & line up guests
- Distribute final payments (if requested)
- Wedding Day Emergency Kit

FULL SERVICE PACKAGE – Includes all of the above

ADDITIONAL SERVICES

- Coordination of rehearsal dinner
- Coordinate bridal shower or bachelorette party
- Assistance with weekend activities or day after brunch
- Assembly of invitations, welcome bags, favors etc.

CUSTOM PACKAGES ARE AVAILABLE - Clients outside a 75 mile radius will incur additional travel costs