

Bella Festa

PARTIES WEDDINGS CORPORATE EVENTS

FULL SERVICE LIST

EVENT COORDINATION SERVICES

Bella Festa's role may be as extensive or as limited, as needed. The custom designed programs are professionally and thoroughly managed.

Pre-event Planning

While working with the client, Bella Festa will help to create a preliminary budget and prepare a working timeline for the weeks and months leading up to the event. They will also assist in venue selection including negotiations of hotel, site, and vendor contracts.

Budget

Bella Festa will prepare an initial budget estimate, revising and updating as changes occur throughout the event planning process.

Hotel/ Lodging

Finding the best lodging for your conference or event is imperative and with Bella Festa's working relationships with hotels, your expectations will be exceeded. Excellent rates will be extended to the client and the lay out of the event will be placed in appropriate hotel function space.

Food and Beverage

Bella Festa will develop menus and food styles according to the theme of the event while negotiating prices and providing all guarantees. They will also design a floor plan and seating arrangements that coincide with client's needs.

Décor and Entertainment

The décor, which may include, but is not limited to, lighting, linens, and florals will be expertly planned to create an appropriate ambiance. The entertainment will set the mood for a fun-filled night of dancing or beautiful background music for your elegant dinner.

FEE STRUCTURE

We recognize that every client has a unique situation, with diverse needs, ideas, goals and budgets. What works for one may not work for another; with this in mind, our role and fee structure are varied. Please call for a consultation and proposal of services.

Gifts

Everyone loves walking away with a gift at the end of an event. Let Bella Festa generate new ideas for your gift giving needs. From special amenities to custom gifts, Bella Festa will awe you with their creative, yet practical ideas.

Activities

Give your guests all the joys of home by creating a fun filled experience while they are away. Bella Festa specializes in activity coordination. Whether it is at the hotel spa or just a tour bus ride away, no guest will leave unfulfilled.

Speaker Search and Facilitation

Bella Festa will find the perfect speaker or educator for your event. They will work with speakers to coordinate any travel, personal, or audio visual needs.

On Site Management

This is where all the hard work pays off and Bella Festa will be there to see you through all the ins and outs of your event. They will work with the hotel or venue daily to assure your event is a huge success.

Transportation

Any airport transfers of guests will be coordinated efficiently. Arrival and departure manifests will be created to assure that your guests will always be on time. Transportation to special or off-site events will also be coordinated.

Post Event

Bella Festa will review bills and hold a post event conference or event debriefing to generate ideas to help make next year's event even better.

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WEDDING SERVICES

Pre-Wedding Coordination

- *Rental Assistance-getting bids, meeting for selection, placement of the orders (linens, tables, chairs, chair covers or pads, china and silverware, etc.)*
- *Preparation of schedules, timelines and guidelines*
- *Contacting vendors for details, set-up times, review of contracts*
- *Track Vendor deposits, payments and due dates*
- *Research Accommodations for out-of-town guests*
- *Assist with design of wedding*
- *Assist with setting up any transportation*
- *Assisting with Wedding favors selection*
- *Assisting with Wedding party gifts*
- *Assemble and Mail Invitations*
- *Track guest responses Assemble and Deliver Guest Welcome Gifts*
- *Unlimited Planning Meetings – Client and/or vendor meetings*
- *Final Meeting to review all details*

Rehearsal & Wedding Day

- *Oversee Rehearsal*
- *Orchestrate all details of wedding day – including set up*
- *Unlimited coverage for day of event*
- *Includes one assistant for rehearsal and wedding day*

À LA CARTE SERVICES

Additional services are available à la carte. Examples of our most popular à la carte services:

- *Contact Guests that have not responded by R.S.V.P. deadline*
- *Assistance with Wedding Rehearsal dinner locations and coordination*
- *Plan activities for out-of-town guests*
- *Make arrangements for “day after” brunch*