



*Take your function to new heights*

## CORPORATE PLANNING

**CALGARY: 403-831-5867**

**EDMONTON: 780-296-5740**

[www.elevatedeventscsco.ca](http://www.elevatedeventscsco.ca)



# WE HELP YOU

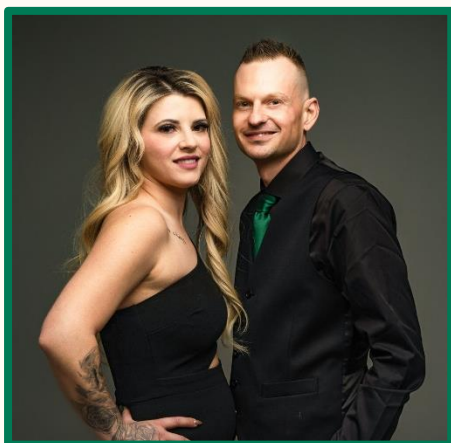
THROUGH THE ENTIRE PROCESS!

## *Incredible Service*

From the moment we connect, we will begin to assist you on venue details, timelines, catering, menus, and décor rentals. We aim to craft a careful plan forward that will ensure complete success! Our main goal is to build a genuine connection with you - well before the most important elements of your event fall into place!

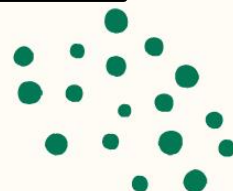


## *Unlimited Correspondence*



We make ourselves available for unlimited meetings with one month remaining. A venue walkthrough can help in visualising plans clearly. We can assist you with planning all elements, including the most specific logistics for your event. We always create several backup plans to ensure perfection on event day!

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# SIMPLE COORDINATION

## OUR SERVICE TO YOU

Our *Day-of Coordination Package* is expertly designed to take the pressure off your team so you can stay focused on your guests and objectives. As your dedicated event coordinators, we ensure every element comes together seamlessly, managing all logistics with precision, professionalism, and attention to detail. From conducting thorough pre-event walkthroughs to confirming seating arrangements and supporting vendor setup, we work behind the scenes to keep everything running smoothly. We act as your on-the-day problem solvers, ready to handle any unexpected challenges and ensure your event is executed exactly as planned. With our experienced team by your side, you can host a polished, professional, and seamless experience for your attendees.

## THE FINER DETAILS

- Unlimited emails
- Compile a day of schedule
- Develop detailed floor plan
- Tips for vendors & venue
- Create an event timeline
- Coordinate event logistics
- Complete a walk-through of sites
- Ensure equipment is functioning
- Communicate with event staff
- Oversee catering is served on time
- Welcome and assist guests
- Monitor event timelines
- Liaise with vendors and venue
- Assistance with emergencies

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# EXPERT COORDINATION

## OUR SERVICE TO YOU

Our *Expert Coordination Package* elevates your corporate event with comprehensive planning and seamless management, beginning well in advance of event day. We work with you to define clear goals, refine the event's style and branding, and bring your vision to life through cohesive design and professional execution. With regular consultations and ongoing communication, we handle every detail—vendor sourcing and contract reviews, scheduling and timelines, logistics planning, and more. On the day of your event, we take the reins - overseeing décor setup, coordinating vendor arrivals, managing the flow of activities, and handling teardown and rental returns. With our experienced team behind the scenes, your function will be impactful and completely stress-free.

## THE FINER DETAILS

- Plan event décor and branding
- Coordinate vendor details
- Develop detailed floor plan
- Venue and vendor selection
- Assistance with music
- Review all vendor contracts
- Tips for vendors & venue
- Execute a planning schedule
- Coordinate event logistics
- Coordinate full décor setup
- Arrangement of venue space
- Coordinate check-ins
- Coordinate event teardown
- Return of rentals if necessary



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# FULL PLANNING



## OUR SERVICE TO YOU

Our *Full Planning Package* delivers a complete, start-to-finish event management experience. We take charge of every detail, beginning with defining your event objectives, managing budgets and payments, and developing strategic design and branding concepts. From securing the perfect venue to coordinating vendors, we ensure every decision aligns with your company's goals. We meticulously handle logistics, including floor plans, seating arrangements, schedules, and event flow, ensuring a smooth and professional experience. On the day of your event, we oversee every element—managing décor setup, vendor coordination, catering, and guest services. With our expert planning and execution, your event will be a flawless and memorable success.

## THE FINER DETAILS

- Full budget management
- Create payment schedules
- Selection of vendors & venue
- Full vendor / venue bookings
- Create design / vision boards
- Attend all vendor meetings
- Review all vendor contracts
- Create an event timeline
- Create seating arrangements
- Plan event décor and branding
- Complete venue/ decor set-up
- Ensure services from vendors
- Full management of day's events
- Full clean-up of venue



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# EXTRA EXCITEMENT

## FUN THINGS *(Additional Costs)*

- 10 LED wash lights for your venue
- Full candy or popcorn bar
- Provide projector and screen for slideshow
- Sound system with wireless mic for reception
- Games pack 1 (Giant Jenga, Connect 4 and Bean Bag Toss)
- Games pack 2 (Kerplunk, Beer Pong, Bocce Ball, Yahtzee)

## COOL TOUCHES *(Additional Costs)*

- Digital photo booth
- Provide emcee services for event
- DJ and dance floor lights
- Provide table centre pieces
- Create professional picture slideshow
- Chair covers / table linens



# LEARNING

ABOUT YOUR EXPECTATIONS!

## *Connecting With You*

Our main objective is to build a bond with your team! Our process begins by getting to know your business style, preferences, and budget. We create a plan for your event day and provide you with expert advice! From there, we construct a day-of timeline that will intricately fit the needs of your unique event.



## *Meeting Your Needs*



Your requirements are important! Throughout the coordination process, our team will provide guidance and recommendations to help you make informed decisions. Our team values your company's individuality! Every event is an opportunity to go above and beyond to meet your wildest expectations!

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# CREATING

THE VISION OF YOUR DREAMS!

## *Making The Plan*

We can offer and suggest countless local venues that meet your needs! We make experienced recommendations for décor and layout! For over a decade, our team has connected with an elite list of reputable vendors! This network of industry professionals makes up our vendor list!



## *Keeping To Budget*



We help you become aware of any costs that arise! We are diligent in identifying hidden fees that arise such as service charges, taxes, or gratuities! We have some great ideas on how to save costs – and keep your corporate event spending exactly to budget! We think it's important to keep tabs on creeping costs!

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# ARRANGING

THE SPECIFIC TIMELINE YOU DESIRE!

## *Vendors & Venues*

By choosing our company, you unlock a world of value and benefits. We bring expertise and creativity to the table, but we also have flourishing established relationships with the top vendors in the industry. This includes the very best commissioners, florists, caterers, photographers, videographers, bartenders and DJs!

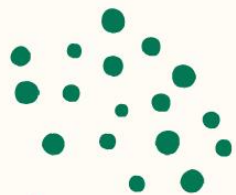


## *Details & Designs*



We work with you to completely design the look and feel of your event from start to finish! There are countless details to consider – let us help you through. We can advise you on options for great color schemes, center pieces, and entertainment arrangements! We stay truly mindful of your desires and go the extra mile!

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# REHEARSING

BECAUSE PRACTICE MAKES PERFECT!

## *Run-Throughs*

Your vendors will likely have specific timings and requirements they need to adhere to complete their work. We make sure we work out all the kinks with a practice rehearsal or day of run-through! Our team considers your company's unique needs for preparation and ensures that everything is rehearsed thoroughly.



## *The Big Event*



Our team of planners coordinate with all vendors to ensure a prompt arrival. We are an important liaison between your team and your vendors to keep communication on track! We are on site to solve issues with efficiency, while keeping things running smooth. We accommodate any pivots with a positive attitude!

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# CALIBRATING

SO, YOUR EVENT RUNS SMOOTH!

## *Communication*

We are always organized, punctual and respectful of your valuable time and opinions. Your vendors have requirements to adhere to! Our team always considers the needs of your vendors to ensure that everything runs to plan. Connecting with vendors is important – we are here to help in this tough process!



## *Coordination*



It is finally time to execute our comprehensive plan for your wedding! Trust in our skills and experience to keep your day fun, exciting, and stress free! We work to meet your vision and run our projected timeline. You can expect us to remain on-site all day! We set-up, take-down, and help with everything in between!

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# *Elevated Events. Co*

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