



events by *Stace*™

ABOUT US

Events by Stace, LLC is a full-service event management and design company serving the Greater Maryland and Washington, D.C. area. Our team of professional event concierges would love to take your occasion from thought to manifestation. Events by Stace is here with you through life's journey, helping to celebrate and commemorate some of the most memorable milestones that life has to offer. With the individual client in mind, our expert coordinators will consult with you to make the daunting task of connecting the dots of your exclusive event seamless. Drawing from our extensive background in accounting, our cost-effective strategies will aid in not just the planning but also the production of unforgettable moments. So, leave the details to the extravaganza connoisseurs at Events by Stace!

WEDDING SERVICES

Your wedding is one of the most important events in your life. We recognize this and would love to work with you in creating the memories. We will design an event that reflects your vision. No two events are the same and we will work hard to create a memorable experience for you and your guests. While you concentrate on enjoying yourself and celebrating with your guests, we concentrate on providing outstanding service. Weddings can be very stressful, and we want you and your family to enjoy every bit of it. Events by Stace (EBS) offers two distinct planning services made unique to your needs. We offer Month-of Coordination and Partial Planning Services. Any service can be customized to fit your planning needs, complexity and size of your wedding.

"MONTH-OF" COORDINATION

Perfect for those who've created the vision, planned their wedding day to perfection but want to hire a professional for some peace of mind without worrying about the final logistics. Investing in "Month-of" Coordination allows you to step away from the process and have EBS be your advocate for your wedding vision. Gift yourself the freedom to enjoy your wedding month.

PARTIAL PLANNING

This service is perfect for the couple who wants a professional partner throughout the planning process, but also want to be very hands-on. EBS will assist with design and décor, offer vendor recommendations specific to your budget and needs, provide unlimited advice and manage the details of the wedding day.



	"MONTH-OF"	PARTIAL PLANNING
Complimentary consultation by phone or in-person.	•	•
Provide unlimited email availability from date of contracted service, including questions on issues of vendor selection, décor, logistics, planning, etc.	•	•
Provide wedding planning checklist, including due dates.	•	•
Visit to ceremony and reception venue(s) for a walkthrough.	•	•
Send email reminders outlining goals and deadlines.	•	•
Assist with site layout and floor plan at the ceremony and reception sites.	•	•
Complimentary use/discounted rates on Events by Stace rental items. (CLIENT ACCESS ONLY)	•	•
Arrange two (2) progress meetings in-person or by phone with the couple and vendor(s), as appropriate, to ensure all plans are in place.	•	
Arrange six (6) progress meetings in-person or by phone with the couple and vendor(s), as appropriate, to ensure all plans are in place.		•
Assist with design and concept.		•
Personalized budget breakdown.		•
Research & provide vendor recommendations for four (4) categories, tailored to the couple's budget and needs.		•
Assist with hotel research and room blocks for out of town guests.		•
Assist with planning welcome package contents for out of town guests.		•
Arrange and assist with vendor appointments, negotiations, and contracts.		•
Lead the final walkthrough and logistics meeting at the ceremony and reception sites.	•	•
Communicate timeline and event details to wedding party.	•	•
Follow-up with all vendors to confirm arrangements and timing.	•	•
Communicate with the catering staff to confirm food timing and overall flow of the event.	•	•

	"MONTH-OF"	PARTIAL PLANNING
Work with wedding party and officiant to choreograph the wedding ceremony, including processional and recessional (up to 1 hour at ceremony venue).	•	•
Provide client with access to the custom Events by Stace Wedding Emergency Kit.	•	•
Facilitate on-time arrival of hair and make-up stylists at Bride's "getting dressed" location.	•	•
Act as a liaison between the wedding party, family members, and vendors.	•	•
Distribute and pin the wedding party flowers.	•	•
Be on-site during all setup and vendor deliveries.	•	•
Serve as primary liaison with on-site venue coordinator, where applicable.	•	•
Troubleshoot any issues or concerns that may arise throughout the day.	•	•
Attend and direct the ceremony and reception from setup to clean-up.	•	•
Alert Ushers as to when to begin escorting guests to their seats.	•	•
Line up wedding party and cue processional.	•	•
Transportation of ceremony decorations to reception venue, if necessary.	•	•
Make sure ceremony and reception spaces are setup to the couple's specifications such as layout, music, programs, flowers, aisle runner, kiddush cup, seating cards, guest favors, unity candles, send-off items, table numbers, menu cards, pre-assembled centerpieces, guest book, cake cutting utensils, amenities baskets, sendoff items, etc.	•	•
Oversee timeline of events and cue the start of all the reception activities, including introductions, first dance, anniversary dance, dinner service, toasts/speeches, bouquet toss/garter removal and cake cutting.	•	•
Distribute final vendor payments and gratuities on behalf of the couple.	•	•
Strike down and collect gifts and personal décor items and ensure they reach to the designated family member(s), hotel suite and/or vehicle.	•	•
Ensure event comes to a successful close and assist with light cleanup, while ensuring that the facility's policies are met.	•	•



BEN LAU PHOTOGRAPHY



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A la carte services

HOURLY CONSULTING

- Analysis of planning and questions answered by a professional.

BUDGET MANAGEMENT

- Personalized budget breakdown and reconciliation.

DESIGN AND DÉCOR SERVICES

- Full-service event design and decorating. (i.e., logistics, layout, theme, colors, favors, and more)
- Event set-up.

VENDOR RECOMMENDATIONS & BOOKING

- Research and recommend vendors tailored to couple's budget and needs (i.e., caterers, photographers, videographers, disc jockeys, etc.)
- Arrange all vendor appointments and review vendor contracts upon request.

VENUE RECOMMENDATIONS & TOURS

- Research and recommend venues tailored to couple's budget and needs.
- Arrange venue tours.

MISCELLANEOUS SERVICES

- Coordination of guests' transportation (i.e., Uber, Lyft, Shuttle Service, Party Bus, etc).
- Invitation assembly and mailing (postage provided by client).
- RSVP tracking including meal selections.
- Welcome bag design, assembly, and delivery.
- Bridal Shower Planning
- Rehearsal Dinner Planning
- Day-After Brunch Planning

Contact us for more information at
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www.eventsbystace.com

