

PLANNING  
WELCOME  
GUIDE

elowen





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hey there, friend!

## A LITTLE INTRO

Hi, my name is Ashley! I started Elowen Events with the goal of inspiring creativity + joy through the event planning process for my couples. As a recent graduate from Iowa State University, I have years of experience with event coordinating + design and have the tools to make your planning experience enjoyable! When I am not planning + designing for my lovely clients, you can find me teaching group fitness classes, testing new recipes in the kitchen, exploring local coffee shops or searching for the best happy hour in KC.



## ELOWEN EVENTS- YOUR ONLINE EVENT STUDIO

Established in 2019, Elowen Events is your one-stop-shop for decor rentals, event planning + customizable stickers. If you don't know where to start with your event design, browse through our blog of curated looks. You can add the items that you see in your favorite blog posts right to your cart. Also, our blog is a place to find expert tips that can help you with the design + planning process. If you are looking for some extra help, choose one of our virtual design + planning packages, or create your own package. We are here for you!

With an expert team dedicated to creating your dream event, Elowen Events is committed to giving your special day a truly distinctive look. We can't wait to help make your wedding, corporate event or party one to remember. Thanks for being a part of the Elowen story!

xo,  
team elowen

# the rental process



*four simple steps*

- 1: SHOP
- 2: PACK
- 3: PARTY
- 4: BACK



Get inspired by shopping the blog or browse the rental inventory. Add pieces you want to your cart and place your order. Our team will be in contact with your quote.



Our team packs your inventory up and ships it to your desired location. Your rental items are guaranteed to arrive at least 3 days before your event.



Enjoy every minute of your special party, whatever the occasion might be. Don't forget to take pictures and tag us @elowenevents.



After your party of the century, simply attach the pre-paid shipping label to the box and drop off at the nearest UPS service location the next business day.



# pricing guide

## LIGHTING + VASES - \$.50 - \$10



## SIGNAGE - \$30 - \$250



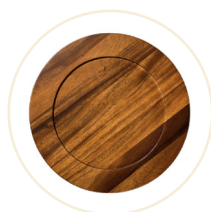
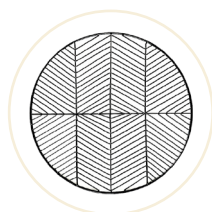
## LINENS - \$2 - \$100



## STANDS - \$10 - \$50



## TABLETOP - \$1 - \$7



SEE THE COMPLETE INVENTORY + PRICES AT [ELOWENEVENTS.COM](http://elowenevents.com)

# the planning process

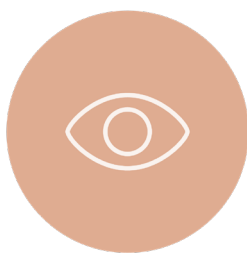


*four simple steps*

- 1: MEET
- 2: VISION
- 3: PLAN
- 4: PARTY



It all starts with a free video call consultation to chat about your event and how Elowen can help bring your event to life!



Your Elowen Event Planner will nail down the vision you have for your event and create a style guide for design clients and a timeline for planning clients.



A budget and spending plan will be made for your event. Your planner will assemble a team of vendors who will work together to create your dream event.



Enjoy every minute of your special event, whatever the occasion might be. Don't forget to take pictures and tag us @elowenevents.



## planning



We make **planning** easy. Our planning package is going to be your bff when it comes to the planning process.

timeline creation | budget + spending plan | + much more

**INVESTMENT- \$800**



## design



Turn your event vision into a reality. This package is perfect if you an expert eye while designing.

style guide | floor plan + seating design | + much more

**INVESTMENT- \$400**

*Bespoke*



**Personalized for you.** Create your own package to get event planning help in the exact areas that you need it most.

day of coordination | tablescape design | + much more

**INVESTMENT- CUSTOM**

*day of coordination*



**We got you covered.** This package is perfect if you have the planning down, but want a professional to cover the tasks leading up to + on the big day.

point of contact | rehearsal + wedding day | + much more

**INVESTMENT- \$600**



# planning package

## WHAT'S INCLUDED:

designated Elowen Event Planner | unlimited emails + phone calls | custom event planning checklist | budget + spending plan | assemble your vendor team based on your event vision | timeline creation | personalized rehearsal guide | invitation mailing | r.s.v.p. management | guest transportation arrangements | hotel blocks + accommodations | welcome gifts design + sourcing | bridal party gift selection | guest favor selection | share timeline with all vendors | confirm arrival times + expectations with all vendors | video chat meeting to review final planning details





# design package

## WHAT'S INCLUDED:

designated Elowen Event Designer | unlimited emails + phone calls | custom style guide | tablescape designs | food bar designs | assemble your vendor team based on your event vision | floor plan + seating design | rentals management | design setup guide | tear down check list | video chat meeting to review final design mock-up

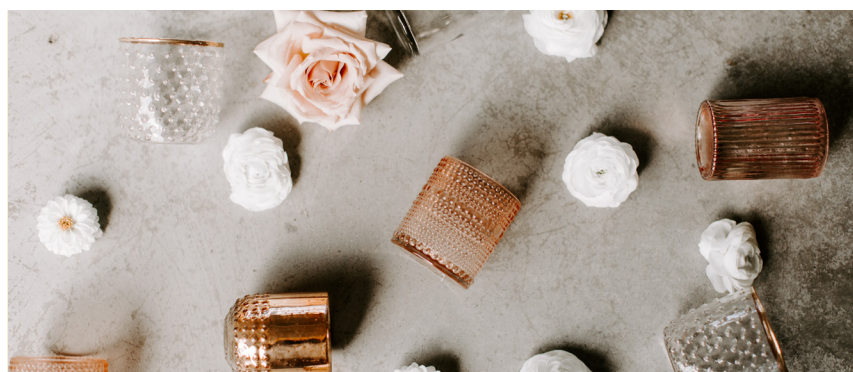




# bespoke package

## CHOOSE FROM:

custom event planning checklist | timeline creation | tablescape design  
| food bar design | floor plan + seating design | budget + spending plan  
| invitation mailing | r.s.v.p. management | guest transportation arrange-  
ments | hotel blocks + accommodations | welcome gifts design + sourcing  
| bridal party gift selection | guest favor selection | bridal gown shopping  
arrangements | honeymoon planning | rehearsal coordination | set up +  
styling of decor | clean up of decor | consulting services





# day of coordination package

## WHAT'S INCLUDED:

designated Elowen Event Planner | unlimited emails + phone calls | point of contact for vendors starting 30 days prior | timeline for wedding weekend | share timeline with wedding party + all vendors | confirm arrival times + expectations with all vendors | video chat meeting to review final planning details | create rehearsal guide | 1 hour rehearsal coordination | wedding day coordination up to midnight | set up + styling of decor | ceremony coordination | reception coordination | clean up of decor







## custom stickers

### PAPER MATERIAL:

gloss white paper  
matte white paper  
matte polyester white paper  
estate linen white paper  
kraft paper

### SIZE:

*round*

1.5", 2", 3"+ 4"

*wine bottle*

4" x 3"

### ENDLESS POSSIBILITIES

envelope seals | water bottles | wine bottles  
| jars | packaging | treat bags | guest favor  
bags | laptops | cake boxes | seed packets |  
pretzel bags | + more

*starting at just \$0.20*



## **DO YOU SHIP ITEMS?**

Yes! That is our specialty. Our wearhouse is located in Cedar Rapids, IA and we ship to anywhere in the continental USA.

## **DO YOU REQUIRE A DEPOSIT?**

To reserve rentals or planning services we require a 50% non-refundable retainer and a signed contract. Final payment is required 30 days before your event. Sticker payments are required in full.

## **DO YOU HAVE A MINIMUM?**

Rental orders have an \$100 minimum.

Circle sticker orders have a minimum of 100 stickers.

Wine bottle sticker orders have a minimum of 25 stickers.

Delivery is quoted separately.

## **WHEN WILL I RECEIVE THE RENTAL ITEMS?**

Rental property will be shipped to the address the customer writes for "shipping address". All rental property will arrive at least 3 days before the event and will be specified on the rental contract

## **WHAT HAPPENS IF SOMETHING GETS DAMAGED?**

Rental property damaged or lost will be billed at replacement fee specified on the rental contract. For items that are lost or damaged customer will be invoiced within one week after the event at replacement fee of those items. Damaged or missing items must be reported to Elowen Events prior to the event or the items are considered received and in good condition.





*ready to book?*

## LET'S GET THIS PARTY (PLANNING) STARTED

We can't wait to be a part of your special day! To book your event rentals, add the decor items you want to your cart and checkout. Our team will be in contact with your custom quote. You do not pay for rentals until you are ready to reserve. To get started with an Elowen Event Planner, schedule a free video consultaion where we will talk about how Elowen can help bring your dream event to life. To order stickers, add the material, size and number of stickers you want to your cart and checkout. We will be in contact to get either your PDF design file or the text that you want on your custom stickers. Looking forward to help make your wedding, corporate event or party one to remember.

*ELOWENEVENTS.COM | INFO@ELOWENEVENTS.COM*



