

SALTWATER EVENTS & CO

Birthday Party Coordination:

Initial Planning & Consultation

- Discuss client's vision, theme, and budget
- Determine event date, time, and guest count
- Select and secure the venue
- Create a customized planning timeline

Vendor Coordination

- Book and coordinate with vendors (caterers, decorators, entertainment, etc.)
- Arrange for floral design, if needed
- Secure cake and dessert services
- Coordinate with photographer/videographer
- Schedule makeup services (if requested)

Design & Decor

- Develop theme and color palette
- Create decor plan (centerpieces, balloon installations, signage, etc.)
- Source or create custom decor items
- Plan and order rentals (tables, chairs, linens, etc.)

Guest Experience

- Design and send out invitations (digital or print)
- Track RSVPs and dietary restrictions
- Plan seating arrangement and guest flow

- Arrange gift/guest table setup

Logistics & Final Prep

- Confirm all vendor details and arrival times
- Create event day itinerary and timeline
- Conduct final venue walkthrough
- Pack and prep emergency/event kit
- Ensure backup plans are in place (e.g. for weather)

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