

Saltwater Events & Co

Mardi Gras Coordination:

Pre-Event Planning:

- **Unlimited Meetings, Phone Calls, Texts, and Emails** for seamless communication and personalized support
- Initial consultation to determine event vision, budget, goals, and desired guest experience
- Customized Mardi Gras theme development, including color palette, entertainment, and décor concepts
- Venue sourcing, site visits, and booking
- Vendor recommendations, sourcing, and coordination (catering, décor, entertainment, A/V, rentals, security, transportation, etc.)
- Contract negotiation and management with all vendors
- Budget planning, management, and payment tracking
- Custom event timeline and production schedule
- Design of event layout, floor plan, and guest flow logistics
- Coordination of Mardi Gras-inspired menu and specialty cocktail planning
- Costume design support or referrals for themed attire, masks, and accessories
- Custom décor design, including beads, feathers, lighting, and ambiance elements
- Sourcing of Mardi Gras entertainers (e.g., live bands, DJs, stilt walkers, second-line bands, dancers, etc.)
- Coordination of party favors, masks, beads, and giveaways
- Coordination of guest transportation, parking, or valet service if needed
- Assistance with invitations, RSVPs, and guest list tracking

- **Makeup artist coordination for guests or hosts** (including carnival/glam-themed makeup, if desired)

Event Week & Day-of Coordination:

- Final vendor confirmations and timeline distribution
- On-site walkthrough with vendors and key participants
- Supervision of setup and décor installation
- On-site coordination and management of all vendors
- Guest arrival coordination and check-in management (if applicable)
- Execution of timeline, entertainment schedule, and announcements
- Distribution of event materials, party favors, or masks
- Real-time problem-solving and logistical support
- Assistance with wardrobe/makeup touch-ups if needed
- Coordination of entertainers, performances, and any live elements
- Management of bar service, catering, and guest flow
- Oversight of event breakdown and décor/item return
- Collection and return of personal or rental items
- Gratitude coordination for vendors or performers post-event