

# FINISHING TOUCHES & EVENT SERVICES

## *What to Expect*

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We're committed to making every event seamless, joyful, and memorable. To ensure we can provide the best possible experience, we follow a structured planning process with clear expectations:

### **Booking Your Event**

To reserve your date, we require a \$250 non-refundable deposit and a formal review of the event contract. This can be done in person or over the phone. Your date is not secured until both the deposit and review are complete.

### **Two Months Before Your Event**

At least two months prior, we require a signed contract—completed in person or through our online portal. At this time, we will also finalize:

- Linen colors and table settings
- Event package selection
- Food choices

If we do not receive your completed contract and selections by this deadline, we will not be able to proceed with the event, and a partial refund of your deposit will be issued. We need ample planning time to ensure your event is executed perfectly.

### **Payment Schedule**

We've broken payments into three simple steps:

1. \$250 Deposit at booking
2. Half of the final payment is due two weeks before the event.
3. Final Payment due at least four days before the event
  - We will call you four days before to confirm your final headcount and calculate the final amount due.
  - Final payment can be made over the phone or in person.

Planning your event should feel exciting, not overwhelming. We're here to guide you every step of the way—so all you have to do is celebrate.