

# ROCKPAPER

E V E N T S I N C

## 10-STEP DESIGN PROCESS

1

### QUESTIONNAIRE

TELL US MORE ABOUT YOUR PREFERENCES AND EVENT DETAILS SO THAT WE ARE BETTER PREPARED WHEN WE MEET.

2

### INITIAL MEETING

WE WILL SHOW YOU EXAMPLES OF WHAT WE'RE CAPABLE OF, AND PROPOSE IDEAS OF WHAT WE CAN DO FOR YOU.

3

### CONTRACT & DEPOSIT

A SIGNED CONTRACT AND DEPOSIT CONFIRMS YOUR EVENT DATE, INITIATES OUR DESIGNERS TO COME UP WITH CREATIVE IDEAS, AND ALLOWS OUR STAFF TO SOURCE UNIQUE PRODUCTS THAT MATCH YOUR VISION. THIS DEPOSIT IS NON-REFUNDABLE.

4

### VISUAL PROPOSAL

7-10 MONTHS BEFORE EVENT

WE'LL SEND YOU A "LOOK BOOK" WITH IDEAS AND PRICING THAT WE'VE COME UP WITH TO MATCH YOUR AESTHETIC.

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### INITIAL ESTIMATE

6-7 MONTHS BEFORE EVENT

PICK YOUR FAVOURITE IDEAS AND WE'LL PREPARE AN ESTIMATE FOR YOUR EVENT.

6

### FINALIZE ALL DETAILS

6 MONTHS BEFORE EVENT

WE FINALIZE ALL THE ELEMENTS OF YOUR EVENT DESIGN. AT THIS POINT, WE INCREASE THE DEPOSIT TO 50%, ALLOWING US TO DESIGN AND ORDER PRODUCTS FOR YOUR EVENT. FINAL QUANTITIES WILL BE CONFIRMED CLOSER TO YOUR EVENT.

7

### CORRESPONDENCE

0-6 MONTHS BEFORE EVENT

CREATING THE PERFECT EVENT TAKES TIME AND EFFORT. WE CONTACT YOU FOR FINAL APPROVAL ON CONCEPTS, ARTWORK, GUEST LISTS, ETC. IF YOUR EVENT FALLS OUTSIDE A 3-MONTH WINDOW, PLEASE ALLOW US A LITTLE EXTRA TIME TO GET BACK TO YOU.

8

### FINAL INVOICE & PAYMENT

DUE 14 DAYS BEFORE EVENT

WE SEND YOU A FINAL INVOICE AND ADJUST ANY DISCREPANCIES FROM THE FINAL ESTIMATE. ANY EXPENSES INCURRED AFTER THE FINAL BALANCE IS PAID, WILL BE CHARGED TO THE CREDIT CARD ON FILE.

9

### EVENT SETUP

THE DAY HAS FINALLY ARRIVED! WATCH THE MAGIC UNFOLD AS WE PUT TOGETHER EVERY DETAIL OF YOUR SPECIAL EVENT.

10

### EVENT TEARDOWN

ALL GOOD THINGS MUST COME TO AN END. ANY ITEMS THAT WERE PURCHASED, NOT RENTED, ARE YOURS TO KEEP. ALL DAMAGED OR MISSING RENTAL ITEMS ARE BILLED TO YOUR CREDIT CARD ON FILE.