



THE VELVET  
— B O W —

DESIGN + INVENTORY  
AND OTHER ADD-ONS

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\$400

Setup and tear down service only. The Velvet Bow will provide on-site setup of the décor elements according to the finalized design provided by client. This package does not include use of The Velvet Bow's inventory or the creation of mood or vision boards for concept design or development of rental contracts.





\$1,200

The Velvet Bow will streamline the event decor process by providing a comprehensive inventory and concept package. Through mood and vision boards, our team will craft a visual representation of the client's desired atmosphere, ensuring a cohesive and enchanting aesthetic. From setup to teardown, we'll meticulously execute the design, utilizing our own inventory to transform the venue into a captivating space, embodying the client's vision with the elegance and precision synonymous with The Velvet Bow.





# THE R III DESIGN

Our comprehensive service that brings together the rich and authentic inventory of The Velvet Bow with a curated design vision and mood board, ensuring your event is an opulent and unforgettable affair. Our package not only utilizes the extensive The Velvet Bow inventory but also seamlessly incorporates outsourced rental items to bring your unique vision to life.

\$2,200 + OUTSOURCED RENTALS

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# TIER I INCLUSIONS

## INITIAL CONSULTATION:

In-depth discussion to understand your preferences, style, and event requirements.  
Assessment of the venue and any existing design elements.

## SETUP + TEARDOWN:

Setup and tear down service of client provided items. The Velvet Bow will provide on-site setup of the décor elements according to the finalized design provided by client.

This package does not include use of The Velvet Bow's inventory or the creation of mood or vision boards for concept design or development of rental contracts.

# TIER II INCLUSIONS

## INITIAL CONSULTATION:

In-depth discussion to understand your preferences, style, and event requirements.  
Assessment of the venue and any existing design elements.

## ACCESS TO VELVET BOW'S FULL INVENTORY:

Exclusive access to the entire range of The Velvet Bow inventory

## CREATION OF DESIGN VISION AND MOOD BOARD:

Collaborative development of a cohesive design vision that aligns with your preferences and the event's theme.

Detailed mood board illustrating color schemes, textures, and overall aesthetic.

## COMPREHENSIVE DESIGN CONCEPT:

Customized design concept incorporating The Velvet Bow's inventory into various elements such as:

Table settings – limitations apply

Lounge areas – limitations apply

Ceremony and reception spaces – limitations apply

Entrance and focal points

# TIER III INCLUSIONS

## ALL TIER II INCLUSIONS +:

### OUTSOURCING OF ADDITIONAL RENTAL ITEMS:

Identification of any additional items required to enhance the design vision.

Coordination and management of outsourcing rental items from trusted partners to complement The Velvet Bow inventory.

### LOGISTICS AND COORDINATION:

Comprehensive logistical planning to ensure smooth execution of the design concept.

Coordination with vendors, including delivery, setup, and breakdown schedules.

### ON-SITE STYLING AND MANAGEMENT:

Professional on-site styling to bring the design concept to life on the day of the event.

Supervision of the setup and arrangement of all elements to ensure perfection.

### POST-EVENT EVALUATION:

Review and evaluation of the event's design to gather feedback for future enhancements.

Opportunity to discuss any personalized keepsakes or mementos from the event.



# FLORAL PRESERVATION ADD-ON

## COMPREHENSIVE PRESERVATION:

We take care of every detail in the floral preservation process, ensuring that your cherished blooms are carefully handled and preserved to perfection.

## PRESERVATIONIST COMMUNICATION:

Our team of experienced preservationists will work closely with you, understanding your preferences and ensuring that the preservation process aligns with your vision.

## LOGISTICS MANAGEMENT:

From scheduling pickup times to packaging and transportation, we manage all logistics associated with floral preservation, providing you with a stress-free experience.

## SHIPPING SERVICES:

If you need your preserved florals sent to a specific location, we've got you covered. We handle the packaging and shipping, ensuring that your precious memories reach you or your designated recipient safely.

**\$500+ (QUOTE AVAILABLE AFTER CONSULT)**



# LINEN SERVICE ADD-ON

## UP TO 20 TABLES:

Our linen service is designed to elevate your event or dining experience by offering high-quality linens for up to 20 tables.

## TABLE OPTIONS:

Choose from round or rectangular tables to suit the aesthetic of your event.

## COLOR CHOICES:

Embrace the classic and timeless appeal of **black** or opt for the pure sophistication of **white**. Our linen service offers a versatile color palette to complement any theme or decor, allowing you to create the perfect ambiance for your guests.

## PROFESSIONAL SERVICE:

Our team is committed to providing professional and reliable service. From delivery to pickup, we ensure a seamless experience, allowing you to focus on the success of your event while we take care of the details.

\$400+

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# QUICK REFERENCE GUIDE

## DAY OF DIRECTION

\$1,750 (select venues receive discount)

## FULL SERVICE CURATION

\$7,550 + additional vendor fees

## ADD ONS:

TIER I \$400	TIER II \$1,200	TIER III \$2,200 + additional rentals	FLORAL PRESERVATION \$500+ quote available after consult	LINEN SERVICE \$400+ 20 tables Black or White Round or Rectangular
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# HOW TO ADD

## SIMPLY INFORM

your dedicated event coordinator about your interest in the Design + Inventory & Floral Preservation Add-On Services during the planning process.

## OUR TEAM WILL

seamlessly integrate all add-on services into your existing Day of Coordination or Day of Direction package.

## PLEASE NOTE

that Floral Preservation & Linen services cannot be selected separately and are exclusively available as add-ons to our coordination services.

## THE VELVET BOW

kindly requests that all add-ons be added with a minimum of 6 week lead time

AUTENTICITY

+

CREATIVITY

FOR MORE INFO:

[www.velvetbowevents.com](http://www.velvetbowevents.com)