



Having you enjoy the day is our top priority.

Corporate Events by Bellini Events

Perhaps you have a handful of intimate events you want planned throughout the year, or maybe you have an annual dinner you need help with. *Bellini Events* can help make your event or events what you need. Maybe you are looking to market yourself or just want to say thank you; we can help you set the tone and make sure your event sends the right message to your guests. We understand every event and client has their own needs. We can design a package tailored to your specific needs and expectations.



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Event Management

Man-age-ment \ noun \ def: the act or art of managing: the conducting or supervising of something

We will bring together the details of the event you have already planned and ensure things run smoothly the day of your event.

Basic Services May Include:

Main Contact for Day of Event

Walk Through of Venue

Timeline of Event

Review of all plans made for event

Ensure site is setup to the specifications we have discussed

Work in unison with all vendors to ensure timing of evening's activities is seamless

Assure venue(s) is setup as directed

Collect important items to take to event (programs, favors, etc)



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Event Consulting

Con-sult-ing \ adj. \ def: providing professional or expert advice

We will take the plans you had made thus far and help you fill in the blanks with any vendors you may not have booked yet or details you may not have considered.

Basic Services May Include:

Event Management Services

Referrals to Vendors (up to 3 vendor categories)

Advice on applicable etiquette

Contact Vendors to review contracts and resolve potential conflicts

Review all plans already made and make applicable suggestions for what still needs to be done

Site Review & Meeting with On Site Rep to discuss layout & setup

Advise on any applicable etiquette



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Full Service Event Planning

Plan-ning \ noun \ def: the act or process of making or carrying out plans

You have a party to plan and no time to do so... that's where we come in! We discuss your ideas, vision, and goals for your event(s) then leave the rest to us.

Basic Services May Include:

*Event Management Services
Event Consulting Services*

Meeting to discuss theme, style, décor and goals for event(s)

Develop preliminary budget, track expenses, and advise on payments due and advise on ways to maintain budgetary requests.

Referrals for vendors in each vendor category

Attend initial meeting with one vendor in each vendor category

Assist with contract negotiations, payment schedules & deadlines; menu planning; selection & wording of printed stationery



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Complimentary initial meetings!

All package services include:

Unlimited phone calls and e-mails
Main contact for the day of the event

Event Personal Assistant

As-sis-tant \ noun \ def: a person who assists or gives aid and support; helper.

If you just need an extra hand to help you the day of your event, we can be of service. We will be your personal assistant for the day and help you take care of your details!

Auxiliary Services

Favor & Gift Ideas & Selection

Maintain Guest List & Track RSVPs

Contact Guests who have not returned RSVPs by due dates

Special Attention to VIPs

Facilitate accommodations for out of town guests

Obtain room blocks at a conveniently located hotel

Greet guests/hand out programs, give information, etc

Is there something else you need, but it is not listed here? Just let us know!