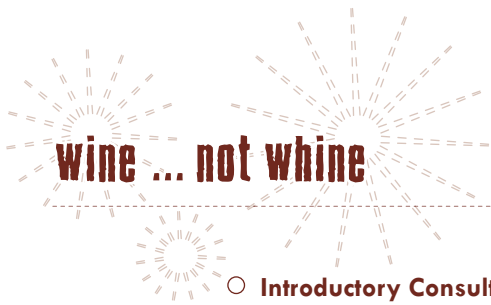


We believe there's always an occasion to celebrate. Whether small or large, our goal at **Toast Event Design** is to help creatively plan and prepare your celebration so you can enjoy your special event as much as your guests. We provide thematic ideas, manage venue details, and deal with negotiations--all you need to do is raise your glass and toast to family and friends.

**Toast Event Design (Toast-ED)** approaches an event as an architect would approach the task of designing a house. We feel the act of "building" is a social activity as much as it is a symbolic one, and that same principle can be applied to "constructing" an event from the ground up. An emphasis on fostering personal connections with our clients allows us to bring all of your ideas together in a stylish manner that makes a memorable statement of your own. Our architectural education and design experience allows us to see the "big picture" and to create the setting that best complements the physical and emotional needs of our clients. As detail managers, we design, delegate, and fabricate all aspects of an event's sensory experiences. Our project management background allows us to implement the most personalized design solutions both on time and within budget.

We are here to make your life easier. Let us define your day as your event architects and visual storytellers. **Toast Event Design** works to ensure that you and your event will be admired as the "Toast of the Town."

Jeremy & michelle



○ **Introductory Consultation**

We theme occasions of all types. Simple office events can be made spectacular, and we work to help you transform the commonplace occurrence into a noteworthy occasion. Our introductory meeting allows us to go over your ideas, questions, and concerns, and develop a more tailored service plan to begin “building a framework” for your corporate event. We’re here to help highlight your purpose in hosting any affair, and translate those reasons into a tangible vision that will assist in personalizing every aspect of your particular event. Our goal is to provide you with a strong design direction when planning out your function, bringing clarity and coherence to your collection of ideas to create a customized and orderly occasion. Consultation services:

- Establish scope of work for your special occasion
- Create event theme or concept (design direction)
- Assist in developing event budget
- Develop detailed itinerary (event timeline)

○ **Venue and Vendor Coordination**

Based on the specific design direction established during our previous consultation, we start the selection process by working with you to pick out the most complementary details for your corporate function.

- Recommend or refer specific venue, catering, and entertainment providers
- Assist in venue, catering, and entertainment selection/securement
- Schedule site visits and vendor meetings (we attend scheduled appointments with you)
- Review venue, catering, and entertainment contracts
- Manage vendor deposit and payment schedules
- Manage overall event budget
- Provide one *classic* invitation and favor design (designs by Toast-ED) \*  
(actual material and production fees will be invoiced separately)

○ **On-Site Coordination**

Continue to count on our role as facilitator and money manager. Attendance for two hours on the day of your corporate function allows us to address any last minute concerns that may arise before or during your event. We work with our selected consultants to carry out all aspects of your designed itinerary, focusing on implementing those finite details that showcase the uniqueness of this specific occasion.

- Supervise and assist with set-up
- Distribute final payments and necessary gratuities

*[Arrangements can be made in advance if you would like us to be the “first to arrive, AND the last to leave.” Coordination for the duration of your event includes supervision of, and assistance with final clean-up and rental equipment returns. Additional time will be billed hourly at a predetermined rate.]*

○ **Fee**

Our “Wine...not Whine” corporate event package is available for 20% of your total budget with a minimum fee of \$1,000. A 50% deposit is due once contract has been signed.

\* Although this service package includes the design of one *classic* invitation and favor, additional details can be designed and fabricated in-house by our Toast-ED designers to further complement your event. Please refer to the “**One Suite, Please**” overview for a complete listing.



○ **“Why be ordinary?” Consultation**

We theme celebrations of all sizes. Simple occasions can be made spectacular and we work to help you transform the “ordinary” into “extraordinary.” Our introductory meeting allows us to go over your ideas, questions, and concerns, and develop a more tailored service plan to begin “setting the stage” for your festivity. We’re here to help highlight your cause for celebration, and translate those reasons into a vision that will assist in personalizing every aspect of your particular event. Our goal is to provide you with a strong design direction when planning out your occasion, bringing clarity and coherence to your collection of ideas to create a customized and orderly celebration that is as individual as it is charming. Consultation services:

- Establish scope of work for your special occasion
- Create event theme or concept (design direction)
- Assist in developing event budget
- Develop detailed itinerary (event timeline)

○ **“Great place, good food” - Venue and Vendor Coordination**

Based on the specific design direction established during our previous consultation, we start the selection process by working with you to pick out the most complementary details for your celebration.

- Recommend or refer specific venue, catering, and entertainment providers
- Assist in venue, catering, and entertainment selection/securement
- Schedule site visits and vendor meetings (we attend scheduled appointments with you)
- Review venue, catering, and entertainment contracts
- Manage vendor deposit and payment schedules
- Manage overall event budget

○ **“First to arrive...” - On-Site Coordination**

Continue to count on our role as facilitator and money manager. Attendance for two hours on your celebration day allows us to address any last minute concerns that may arise before or during your party. We work with our selected consultants to carry out all aspects of your designed itinerary, focusing on implementing those finite details that showcase the uniqueness of your celebration.

- Supervise and assist with set-up
- Distribute final payments and necessary gratuities

*[Arrangements can be made in advance if you would like us to be the “first to arrive, AND the last to leave.” Coordination for the duration of your event includes supervision of, and assistance with final clean-up and rental equipment returns. Additional time will be billed hourly at a predetermined rate.]*

○ **Fee**

Our “Sermons and Soda Water” event package is available for 18% of your total budget with a minimum fee of \$500. A 50% deposit is due once contract has been signed. Additional details can be designed and fabricated in-house by our Toast-ED designers to further complement your event. Please refer to the **“One Suite, Please”** overview for a complete listing.

# a million tiny little things

*may "for better or worse," be far better, than worse*  
MARRIAGES - THE COMPLETE AND COLLABORATIVE PACKAGE

## ○ "Guided Doodling" - Consultation

Our introductory meeting allows us to go over your ideas, questions, and concerns, and develop a tailored service plan to begin "setting the stage" for your wedding celebration. This initial consultation works as a drawing session of sorts where we aim to polish up any rough ideas you may have and perhaps sketch out some appealing new ones. We're here to help highlight those qualities that make you and your intended unique, and weave those traits into visual elements that will aid in personalizing every aspect of your wedding day. Our goal is to provide you with a strong design direction when planning your wedding. As a design facilitator, we bring clarity and coherence to your collection of ideas, creating a stylish celebration that reflects only your "good taste." Consultation services:

- Establish scope of work for your wedding
- Create event theme or concept (design direction)
- Assist in developing event budget
- Identify/implement special needs and/or additional requirements (religious customs, cultural traditions)
- Develop detailed itinerary (event timeline)

## ○ "Inking Out the Details" - Venue and Vendor Coordination

Based on the specific design direction established during our previous consultation, we start the selection process by working with you to pick out the most complementary details for your Ceremony and Reception. It's time to design, delegate, and fabricate the elements!

- Recommend or refer specific service providers
- Assist in venue and vendor selection/securement
- Schedule site visits and vendor meetings (we attend scheduled appointments with you)
- Review vendor contracts
- Manage vendor deposit and payment schedules
- Manage overall event budget
- Manage guest list (track RSVP count)

## ○ "Set in Stone" - Rehearsal, Ceremony, Reception

Continue to count on our role as design facilitator and money manager. Attendance throughout your celebration day allows us to address any last minute concerns that may arise before, during, or even after the Ceremony and Reception. We work with our selected consultants to carry out all aspects of your designed itinerary, focusing on implementing those finite details that present your personality and thoughtfulness to your guests.

- Plan and direct Rehearsal
- Supervise and assist with Ceremony set-up
- Supervise and assist with Reception set-up
- Distribute final payments and necessary gratuities
- Supervise and assist with final clean up

## ○ Pre/Post Festivities and Fees

There's no rule confining your marriage celebration to just one day! Coordinating engagement parties, bridal showers, and [honeymoon] send-off brunches are all part of the pre-wedding or post-wedding festivities that may be included within your service plan. Please contact us to inquire about customized consultation and coordination fees.

venue  
catering  
cake design  
event decor  
floral design  
music & entertainment  
photography  
videography  
ceremony officiant  
attire & accessories  
hair & make-up artist  
transportation  
honeymoon,  
travel arrangements  
invitations, favors,  
other details  
licensing



one suite, please

DETAIL SYSTEM *an array of nifty packets and parcels*

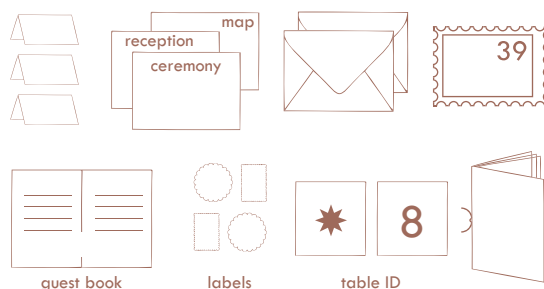
○ **Toast-ED Graphic Design, Production, and Fabrication Services**

We design every detail. Our in-house designers (Toast-ED) are able to provide comprehensive graphic design services to complement your themed event, further enhancing your function's atmosphere. This service package can be requested in conjunction with either one of our three event planning packages, or is available on its own. Let us know which elements you require. Suggestions for each of our planning packages are illustrated below:

**a million tiny little things**

MARRIAGES - THE COMPLETE AND COLLABORATIVE PACKAGE

Announcements and Invitations  
 Reply Cards  
 Thank You Notes  
 Custom Postage  
 Escort Cards and Table Identification  
 Programs and Menu Cards  
 Fans/Parasols/Ceremony Toss  
 Seating Diagram and Photo Displays  
 Personalized Ribbon and Packaging

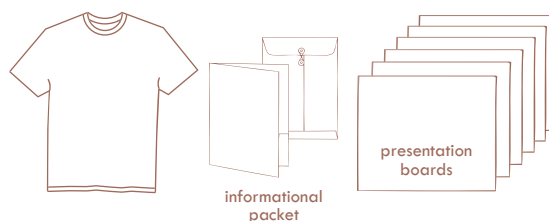


SUGGESTIONS

**wine...not whine**

CORPORATE EVENT PACKAGE

Announcements (digital)  
 Programs and Menu Cards  
 Informational Packets  
 Presentation Boards  
 T-Shirts  
 Personalized Water Bottles

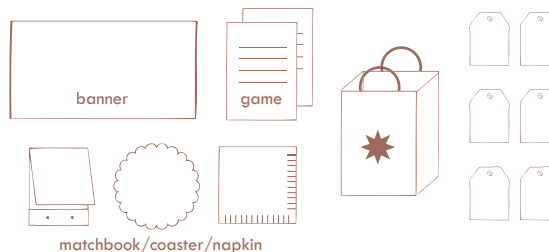


SUGGESTIONS

**sermons and soda water**

MISCELLANEOUS LIFE EVENTS

Announcements and Invitations  
 Favor Packaging and "Goodie Bags"  
 Dessert and Drink Labels (Menu Tags)  
 Cocktail Napkins and Matchbooks  
 Games and Game Prizes



SUGGESTIONS

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