



Special Events! Event Planning

Whether it's a baby shower or a 60th birthday, we will go to extremes to make this the BEST DAY EVER. We will take your ideas and work with you on a design and plan for execution.

General overview of services included in this package:

- o Initial in person consultation meeting and follow up planning sessions
- o Unlimited e-mails, text messages and phone calls
- o A detailed day of timeline and event production schedule
- o Point person for all vendor coordination
- o Vendor confirmation the month prior to your event
- o Décor and prop set up the day of
- o Onsite management and coordination of all vendors
- o Breakdown of décor and gifts

A La Carte! Special Services

Need some extra hands? Call on us! We offer a wide variety of services on an hourly basis to help make the days or weeks leading up to the event stress-free!

Special services include but not limited to:

- Day-of personal attendant
- Decor set-up and/or take-down
- Stationery, favor, and welcome bag assembly
- Budget creation/review
- Custom inspiration board creation
- Invitation proof review
- RSVP service

Want more information? Contact us at bestdayeverpgh@gmail.com and let's chat!