

BEHOLDEN EVENT DESIGN



DECOR RENTALS WEDDING * EVENT DESIGN

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DESIGN + PRODUCTION
SERVICES 2024

Hello, Friend!

Celebrating the unforgettable moments in life is at the heart of everything we do at Beholden. As a team, we value building meaningful connections with our clients, providing exceptional service, and creating innovative designs. Regardless of the size or scope of your event, we strive to give you our very best, ensuring you feel listened to and supported as we work together bring your vision to life.

We're so honoured you've considered us to be a part of your unforgettable moment and we can't wait to work with you!

- Sarah Regehr





WHAT'S INSIDE

01 PRODUCTION

Ideal for the client who already has a complete vision for their event, but requires assistance with day-of execution

DESIGN

02

Ideal for the client in need of some assistance with both the creative aspects and day-of execution of their event

03 SIGNATURE DESIGN

Ideal for the client who wants to hand over ALL the creative 'heavy lifting' for their event

ABOUT

Founded in the Fraser Valley in 2019, Beholden Event Design is a small (but mighty!) decor team, with a serious LOVE for making life's unforgettable moments look beautiful.

With a focus on providing an unparalleled experience for our clients, we offer a variety of services, including event production, wedding and event design, customized signage, and an ever-expanding collection of on-trend decor rentals.



AND, as a Beholden client, you'll benefit from some pretty sweet perks from Minted® Stationery!

You'll have access to:

- 35% off save the dates
- 25% off all wedding products
- \$250 off custom design services
- Free wedding website upgrade to custom URL

PRODUCTION

This service ideally starts 4 to 6 months prior to your event date, although we suggest booking up to a year in advance to ensure your date is available.

Our production services (AKA set-up and take-down) are ideal for the couple or event host who already have a complete vision for their wedding or event decor, but require assistance with day-of execution. With this service, clients have the option to provide all of their own decor and customize the level of support needed.

THE PROCESS

1 We'll hold an initial consultation to discuss your vision in detail and help you determine the type of production services that will best suit your event.

2 Once we have an idea of what services are needed, you'll take the lead! However, we're always available to answer any questions you may have along the way.

3 Once your design is finalized, we'll arrange a venue site visit to discuss all the nitty gritty details, including the floor plan, timeline, and plan for execution and/or take-down.

4 Prior to event day, you'll provide us with finalized copies of your floor plan, timeline, a detailed list of decor, along with installation and/or take-down instructions, and we'll take it from there!

PRODUCTION

SERVICE OFFERINGS



SET UP

Starting at \$1,000

Includes a Decor Lead + Assistant for up to 5 hours, travel, and a venue site visit prior to the event date

DECOR FLIP (I.E. CEREMONY TO RECEPTION)

Starting at \$275

Includes a Decor Lead + Assistant for up to 2 hours
Available only as an addition to Set Up services

TAKE-DOWN

Starting at \$500

Includes a Decor Lead + Assistant for up to 2 hours, travel, and a venue site visit (as required) prior to the event date

Add Ons

- Decor rentals - enhance your event with rentals from our decor collection
- Delivery services - delivery and retrieval of Beholden rental items
- Custom signage - personalized graphic design for all your event signage needs

DESIGN

Starting Investment - \$3,500

This service ideally starts 9 to 12 months prior to your event date.

Designed to compliment an all-inclusive venue, this package combines the best of both worlds - production and design - and is ideal for the client in need of some assistance with the creative aspects of their wedding or event. With this level of service, we'll help you refine and focus your vision into an actionable plan, work alongside you to select decor that compliments your aesthetic, and create your floor plan, layout, and installation instructions in coordination with your venue. On event day, our team will look after the set-up and styling of all of your decor, ensuring your vision is brought to life!



DESIGN

THE PROCESS

1 We'll hold an initial consultation to discuss your vision for your event, including your venue, event date, inspo, and expected budget, and provide further details on our design services.

2 If you decide we're the right fit for you, a non-refundable initial payment of \$1,500 and signed contract are required to begin the design process. Once received, we'll dive in together, creating a mood board and initial visual inspiration.

3 Once the vision has been finalized, we'll work together to create your design, select your decor, and provide vendor recommendations for any additional decor items required to bring your vision to life.

4 As we get closer to event day, we'll finalize the design, installation plan, and timelines with you, your venue, and your vendor team.

5 On event day, we'll work alongside your venue team to handle the set-up and styling of your decor, ensuring you don't have to worry about a thing!

DESIGN

Inclusions

- Dedicated Event Designer
- A detailed initial consultation, thorough design process, and finalization meeting
- Ongoing correspondence throughout the planning process
- Preparation of design renderings, based on your interpreted style and vision, for all decor areas
- Assistance with selecting decor that contributes to your overall aesthetic, including vendor recommendations for additional decor items
- Venue site visit
- Assistance with floor plan creation
- Logistic coordination with your venue and vendors
- Set-up and styling of all decor elements (excluding tables and chairs), including personal decor items
- Delivery and retrieval of all Beholden rental items

Add Ons

- Set-up of tables, chairs, and/or ceremony chairs
- Decor flip (i.e. ceremony to reception)
- Take-down
- Decor rentals - enhance your event with rentals from our decor collection
- Custom signage



SIGNATURE DESIGN

Starting Investment - \$8,000

This service ideally starts 12 months prior to your event date.

Designed for the client who wants to hand over ALL of the creative 'heavy lifting' for their event, this highly customizable service is tailored to suit the vision, style, and vibe of your unique celebration. This level of service is ideal for clients with a 'blank slate' venue and is specifically designed with your aesthetic in mind.



After working together to curate the vision for your event, our team will handle every aspect of the design process, creating design renderings and customized signage, selecting decor, and coordinating logistics for seamless installation. On event day, we'll be on-site to execute set-up and take-down, ensuring you can enjoy every moment without having to worry about a single detail!

SIGNATURE DESIGN

THE PROCESS

1 We'll hold an initial consultation to discuss your vision for your event, including your venue, event date, inspo, and expected budget, and provide further details on our design services.

2 If you decide we're the right fit for you, a non-refundable initial payment of \$1,500 and a signed contract are required to begin the design process. Once received, we'll dive in together, creating a mood board and initial visual inspiration.

3 Once the vision has been finalized, we'll get to work on creating your design, developing design renderings, and selecting and mocking up decor. We'll be in communication with you throughout the entire planning process.

4 As we get closer to event day, we'll finalize the design, installation plan, and timelines with you and your vendor team.

5 On event day, our team will be on-site to handle set-up, decor flips (as required), and take down, ensuring you don't have to worry about a thing!

SIGNATURE DESIGN

Inclusions

- Dedicated Event Designer
- A detailed initial consultation, thorough design process, and finalization meeting
- Ongoing correspondence throughout the planning process, including communication with your florist and any other decor-related vendors (lighting, calligraphy, rentals, etc.)
- Assistance with management of your decor budget
- Preparation of design renderings, based on your interpreted style and vision, for all decor areas
- 15% discount on the Beholden rental collection
- Sourcing of decor that contributes to your overall aesthetic, including additional rental items from other decor vendors
- Custom event signage, including personalized graphic design and printing of:
 - Seating chart
 - Welcome sign
 - Place cards
 - Table numbers
 - Up to 3 customized 5 x 7 signs of your choice
 - *Additional signage available for an added fee*
- Venue site visit
- Floor plan creation
- Logistic coordination with your venue and vendors
- Set-up, styling, decor flips (if applicable), and take-down of all decor elements, including personal decor items
- Delivery and retrieval of all Beholden rental items



FINE PRINT

Pricing is based on a guest count of up to 150 and includes travel within the Fraser Valley and Greater Vancouver areas. Additional fees apply for increased guest count or out-of-town events. Final price is determined by location, venue, number of team members, and event size.

Kindly note, pricing is for services only. Decor rentals are in addition.

**Set-up of electronic equipment, lighting equipment, large structures (such as stages, tents or dance floors) and/or complex floral installations is not included.*

***Janitorial tasks (sweeping, mopping, cleaning washrooms), removal of garbage, packing up liquor, and/or clean-up of food debris and soiled tableware or glassware is not included.*

QUESTIONS?

Give us a shout at
hello@beholdenevents.com
or 604.768.8571

