

BEHOLDEN EVENT DESIGN



# DESIGN + PRODUCTION SERVICES 2025

# 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

02

## COLLABORATIVE DESIGN

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

03

## FULL DESIGN

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



# ABOUT

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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 amazing!

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 SERVICES



## SET UP

*Starting Investment - \$1,000*

Includes a Decor Lead + Assistant for up to 5 hours and a venue site visit prior to the event date. Event day travel fees are in addition.

## DECOR FLIP (I.E. CEREMONY TO RECEPTION)

*Starting Investment - \$300*

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

## TAKE-DOWN

*Starting Investment - \$500*

Includes a Decor Lead + Assistant for up to 2 hours and a venue site visit prior to the event date. Event day travel fees are in addition.

## LIGHTING

*Starting Investment - \$500*

Includes installation + removal of string lighting. String lighting rentals are in addition.

## ADDITIONS

- Decor rentals - enhance your event with rentals from our decor collection
- Delivery services - delivery + retrieval of Beholden rental items



# COLLABORATIVE DESIGN

*Starting Investment - \$4,000*

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

Designed for the client in need of partial support with the creative aspects of their wedding or event, this a la carte service combines the best of both worlds - production and design. This highly customizable service is ideal for clients who have a clear vision of what they want their event aesthetic to look like, but require a little extra support with execution. With this level of service, you have the freedom to choose the areas of design that you would most benefit from receiving assistance with, whether that be sourcing decor, creating your floor plan, or designing specific elements. On event day, our team will look after the set-up, styling, and take-down of all of your decor, ensuring your vision is brought to life without you having to lift a finger!



# COLLABORATIVE DESIGN

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## 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 discuss your design priorities and decide how to best utilize your planning hours.

3

Once your design priorities have been established, we'll tackle the areas that have been assigned to us. We'll work collaboratively to bring your vision to life, but will take our lead from you along the way!

4

As we get closer to event day, we'll hold a site visit and work together to 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, styling, and take down, ensuring you don't have to worry about a thing!



# COLLABORATIVE DESIGN

## Inclusions

- Dedicated Event Designer
- A detailed initial consultation, thorough design process, and finalization meeting
- 20 hours of design planning support\*, to utilize however you wish!  
Support options could include:
  - Sourcing decor-related vendors (i.e. florist, decor rentals, calligraphy etc.)
  - Design budget support
  - Decor sourcing
  - DIY project sourcing and execution
  - Design of a specific area of your event (i.e. tablescape, ceremony, lounge)
  - Design renderings and/or mock-ups
  - Floor plan creation
- Ongoing correspondence throughout the planning process
- Vendor recommendations
- Venue site visit
- Logistic coordination with your vendors for seamless event-day execution
- Set-up, styling, and strike of all decor elements, including personal decor items

*\*Extra planning hours can be added for an additional fee.*

## ADDITIONS

- Decor rentals - enhance your event with rentals from our decor collection
- Delivery services - delivery + retrieval of Beholden rental items
- Decor flip (i.e. ceremony to reception)
- Custom signage

# FULL 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 who are deeply passionate about the aesthetic of their event but need assistance defining and bringing their vision to life.



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!

# FULL 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!

# FULL 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
- 10% discount on the Beholden rental collection
- Decor recommendations and selection, including coordination of decor rentals from Beholden and/or other vendors
- Custom event signage (*up to \$1000 in value*), including personalized graphic design and printing  
Options could include:
  - Seating chart
  - Welcome sign
  - Place cards
  - Table numbers
  - *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 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 venue, location, event date, and guest count, following the initial consultation.

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  
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or 604.768.8571



PHOTOGRAPHY CREDITS:

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