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VELDORA EVENTS

COORDINATION.DESIGN.PLANNING

Corporate,  
Non-profit, &  
Charity Events



Meetings  
B2B Events  
Church Gatherings  
Grand Openings  
Galas & more!

# Corporate, Non-profit, & Charity Events



**An initial meeting begins the process of brainstorming and developing the perfect theme for your event. Once the theme is finalized, the ideal venue is secured, followed by meticulous design of every element—from entertainment and transportation to program management and budget oversight. From the first planning steps through flawless execution, every detail is managed to ensure your event becomes truly outstanding.**

- EVENT DESIGN AND MANAGEMENT
- ASSISTANCE WITH VENUE SELECTION
- VENDOR RECOMMENDATIONS
- ASSISTANCE WITH VENDOR BOOKING
- EVENT MANAGEMENT
- ON-SITE LOGISTICS
- GUEST AND REGISTRATION MANAGEMENT
- CUSTOM FLOORPLAN/LAYOUT
- EVENT WEBSITE AND BRANDING
- CUSTOM MASTER TIMELINE
- CONTRACT REVIEW AND NEGOTIATIONS
- HOTEL BLOCKS
- ENSURE PROPER SET UP AND BREAKDOWN

**For pricing information, please reach out for personalized assistance**

# A la Carte

In addition to core packages, a variety of à la carte services are available to support every detail of your event. Whether a little extra guidance or assistance with specific elements is needed, personalized support can be provided. Below are some of the most requested add-ons, with the option to discuss any unique needs during a complimentary consultation.

## GUEST & EVENT ESSENTIALS

- WELCOME BAGS
- PARTY FAVORS
- RSVP & TICKET MANAGEMENT
- STATIONERY MANAGEMENT
- EVENT ADVERTISEMENT

## DESIGN & DECOR

- CENTERPIECES
- DESIGN ONLY
- MORNING-OF SET-UP COORDINATION ONLY

## PLANNING SUPPORT

- ADDITIONAL PLANNING TIME
- ADDITIONAL CONSULTATIONS
- CUSTOM PACKAGE CREATION
- GUIDANCE ONLY

## CEREMONY SERVICES

- OFFICIANT SERVICES

