

DESIGN CHECKLIST



SET *soirée*

AN EXTENSIVE LIST OF EVENT
DESIGN ELEMENTS

PREPARED FOR

The Seasoned Planner to the
Accidental Host

FROM

A High-End Wedding Planner/Designer &
A Luxury Floral Event Designer

YOUR CELEBRATION STARTS HERE

PRINTED MATERIALS

- Printed materials** Favors/gifts/swag
- Printed materials** Invitations/save the dates
- Printed materials** Programs
- Printed materials** Escort Cards/name tags
- Printed materials** Place Cards
- Printed materials** Menus
- Printed materials** Lrg Signage (Welcome, Itinerary, Breakouts)
- Printed materials** Small Signs

FLORAL & DECOR

- Floral or Decor** Ceremony/Speaker/ Photo Backdrop
- Floral or Decor** Ceremony Aisle/ Stage Front/ Pathways
- Floral or Decor** Entrance/ Exit
- Floral or Decor** Cocktail Pieces
- Floral or Decor** Bar Pieces
- Floral or Decor** Reception Entrance/ Dinner Entrance
- Floral or Decor** Guest Tables/ Classroom Tables
- Floral or Decor** Head table/VIP tables
- Floral or Decor** Escort Display/ Registration Table
- Floral or Decor** Installation/ Show Piece
- Floral or Decor** Couple & Attendants bouquets/Corsage (wedding only)



RENTAL

- Rental** Chairs Ceremony/ Sessions
- Rental** Chairs Reception/ Dinner
- Rental** Bars & Bar Backs
- Rental** Lounge Sets (cocktail hr, Speakers ect.
- Rental** Stage & Stage Surround
- Rental** Dancefloor
- Rental Table**Chargers
- Rental Table** Flatware - Fork, Knife, Spoon
- Rental Table** Glassware - Water, Wine, Champ
- Rental Table** Plates - Salad, Dinner Dessert
- Rental Linen** Ceremony or Open Sesh
- Rental Linen** Cocktail (Hightops, Low Tables)
- Rental Linen** Utility (Bars, Coffee Station, Food Stations)
- Rental Linen**- Guest Tables & VIP
- Rental Linen**- Napkins
- Rental Linen**-Specialty Tables (Dessert, Escort, Registration, HeadTable, Gift/Guestbook)

All The Extras

- Drape** Hight, Color, Parameter Measurements
- Lighting** Uplights, Pinspots, Dancefloor, Wash
- Weather** Tent, Flooring, Tented Pathways, Umbrellas, Scarves, Fans, Heaters
- Supply List** (Table Numbers, Card Box, pens, Frames, Badge Holders, Swag or Welcome Bags, ect)

About Us

At Set Soiree we know that delivering beautiful, intentional celebrations can be overwhelming and stressful. You find yourself with so many unanswered questions like; What do I need? Who do I call? And how much is all this going to cost?

We hear you and we have developed a product that will take the stress out of the design experience so that you can get back to enjoying the process of planning your event. Set Soiree offers a selection of carefully curated events fully designed for every celebration complete with full tabletop designs for up to 200 guests.



OUR SETS

Each design includes candles, textiles, place settings, and florals. We also include cocktail table decor and a complimenting statement piece that can be used for an altar, stage, photo backdrop, or grand entrance. Each fully designed set ranges in price from 5,000 to 13,000 depending on your guest count. We want to make hosting a gorgeous event as easy as Ready, Set, Party.



www.setsoiree.com
@setsoiree

THANK YOU

We look forward to working
with you.

