



CHRISFÊTE *Events*

BESPOKE FÊTE DESIGN

weddings | events | corporate

EST ——— 2016

WELCOME TO THE CHRISFÊTE

PARTY
guide

Planning an event that captures every clients vision is our passion. We fall in love with the process of designing an affair that celebrates each client in their own special way. Creating an experience that both you and your guests will enjoy is our forte, making each event a special celebration.

MONDAY - THURSDAY
9:00AM - 3:00PM

FRIDAY - SUNDAY
we party!

LETSFETE@CHRISFETE.COM

   @ CHRISFETEVENTS

The background of the page is a collage of soft-focus images. On the left, there are purple and pink flowers in a glass vase. On the right, there are light blue flowers. At the bottom, there are gold-colored cutlery (forks and knives) and white fabric napkins on a table.

About us

ChrisFête Events has been dazzling clients and their guests since 2016. What started as a Boston-based boutique event planning business has flourished into a Bi-Coastal Bespoke Event Coordination and Design company.

Lead by passionate and creative founder, Christine Harmon, the ChrisFête team offers innovative event planning at the nexus of trends and personalization. Each event is custom tailored from start to finish to reflect the client's style in conjunction with the CFE stamp of approval. Every detail from the invitations to the table settings is carefully curated to achieve the perfect day for any occasion.

Our team is dedicated to a limited number of events per season in order to maintain our reputation for perfection and we encourage you to inquire about working with our specialists. We appreciate you considering ChrisFête Events for your next wedding, party, or corporate celebration and hope to get to know you soon!



OUR PROCESS

01. LET'S CHAT

It's time for a consultation! Whether via phone or in person, we will meet to discuss your event request form. Together, we will go over all the details - your vision, budget, planning process, and packages we offer. We can't wait to hear all your ideas!

02. THE DETAILS

Per the details discussed at your consultation, we will draft a custom contract and invoice for your event. To ensure your date is reserved, we require a signed contract, along with a 50% deposit of the services requested at the date of signing.

03. YOUR OUTLINE

Once we've discussed and finalized details from your consultation, we can begin the planning process! We'll put pen to paper and create an outline for your design. From must-haves to wish list and more, we'll get prepared to start designing your dream event.

04. DESIGN TIME

Let the fun begin! After securing your venue, we'll contact vendors to secure items for your event needs. You will receive a vision board to view and approve design concepts we have curated for you. Up to 2 rounds of changes are included!

05. LET'S FÊTE!

Your special day is here! Show up and enjoy being a guest at your own party. Our team will handle your event seamlessly and ensure that every vendor is providing their utmost professional services.



PARTY
packages

THE *Soirée*

Full Party Planning Package

PLANNING + DESIGN

- Customized mood board
- Complete event design presentation
- Vendor communication + coordination
- Vendor/venue site visits (2)
- Vendor/venue appointment scheduling
- Vendor/venue contract review and negotiations
- Customized budget and planning checklist
- Master timeline for day of event
- Master timeline for vendors
- Guest list management
- Travel and hotel accommodation recommendations
- Scheduled monthly calls beginning 8 weeks from your scheduled event date
- Scheduled weekly calls beginning 4 weeks from your scheduled event date
- Unlimited emails during business hours

PRE-EVENT

- Final walkthrough of event venue/space.

EVENT DAY

- All logistical coordination, execution, and design for event day to ensure a seamless, stress-free day.

* 40 total planning hours *

STARTS AT

\$6,325



THE *gala*

Event Design Package



PRE-PLANNING + CUSTOM DESIGN CONCEPT

- Customized design concept
- 2 Design consultation sessions
- Mood board with up to 2 revisions
- Design Team coordination (florals, production/fabrication, lighting, tabletop rentals, speciality rentals)
- Floor plan construction
- Creation of detailed production schedule for design team vendors

* 35 total planning hours *

STARTS AT

\$5,550



THE *bash*

Month-of Planning Package

MONTH-OF

- Communication of final plans with venue staff and all contracted vendors
- Customized of day of timeline and full production template
- Customized budget checklist template
- Customized planning checklist template
- Customized vendor tracker chart
- Scheduled monthly calls beginning 8 weeks from your event date
- Scheduled weekly calls beginning 4 weeks from your event date
- Unlimited emails during business hours

* 25 total planning hours *



STARTS AT

\$3,850



THE party

Day-of Coordination



DAY OF

- Managing all onsite communication between venue staff + all contracted vendors
- Distribution of load in/load out information
- Creating/following event timeline + production schedule
- Management of event set-up
- Intro call to vendors at 8 weeks from your event date
- Final vendor call 2 weeks from event date
- Unlimited emails during business hours
- Final walkthrough of venue
- 1 Lead Designer onsite to ensure vendors execute design seamlessly
- 1 Lead Coordinator onsite to ensure vendors execute design seamlessly
- 2 Event Assistants

* 8 hours of onsite *

STARTS AT

\$3,550

A LA *carte*

add-on individual services

ADDITIONAL SERVICES

- Vendor appointment scheduling
- Vendor proposal/contract negotiation
- Event planning checklist
- Vendor coordination
- Event budget management
- Rsvp management
- Customized mood board
- Master event timeline

STARTS AT
\$155





LOVE NOTES

“Working with ChrisFete Events to design, plan and host my baby shower was AMAZING! I couldn’t ask for more. Chris was pleasant and easy to work with. Chris went above and beyond in every aspect and was extremely professional and flexible. I received a barrage of compliments on my event and was more than happy to refer her to friends and family. I would definitely work with Chris in the future and would recommend her services to anyone that needs a great event planner. I’m so happy I chose ChrisFete Events!”

Latoya M.

“We worked with Christine on our baby shower in NYC. She had helped us to navigate throughout the whole planning process. Coordinating venues, vendors, researching cost effective options and generating new ideas. On the big day Christine organized the setup and decorations. Consequently, our event turned out to outweigh our own expectations and took the breath away from our guests. We highly recommend CrisFete events for planning and execution of all your dream festivities!”

Roksolana K.

“Where do I begin? When Christine and I decided she would be my life saver I mean wedding planner I had no idea how much she’d really be saving my life! She has been wonderful. From staying on top of me to get her all the info she needs, so my vision comes to fruition to making deadlines and bargaining with vendors to get the best prices. She’s offered to come with me to see my venue (even though it’s out of state) to make sure we order exactly what is needed and not waste \$ as well as even schedule appointments for dress shopping for me and my bridesmaids. I haven’t had one single regret since working with ChrisFete Events & someone would be crazy not to utilize her!”

Winter G.

TERMS + CONDITIONS

Deposits:

Invoices are based on your maximum anticipated number of guests stated in this agreement. A non-refundable deposit of your total estimated event fees is required at the signing of your contract. All deposits must be made in the form of cashier's check, money order, or cash. Please make cashier's checks and money orders payable/sent to: ChrisFête Events, LLC 55 West Street, Suite 201 Walpole, MA 02081. Your payment must be received, along with your signed agreement. Your date will not be held unless both the signed contract and payment are received. This will result in the date no longer being reserved for your affair and will be released. For clients paying by credit card, you can pay directly through the "pay now" option on your invoice. Please note that by using this method of payment, a 3.5% service fee will be added to each installment.

Payment Schedule:

The non-refundable and non-transferrable deposit to hold your date will be made payable to ChrisFête Events, LLC and guarantees the date of your affair. The deposit is to be returned with this signed Letter Agreement within 7 calendar days. The initial deposit is applied towards your event planning services. Further payments will be broken down into 3 installments (as stated on invoice). The first payment will be your deposit which is required at the signing of this contract and will be due 6 months from your event date, and the third/final balance is due 30 days before your event date. Should further services be added after this agreement is signed, another payment schedule will be made for these new services. The final balance of any additional services rendered, including, but not inclusive of, travel expenses + any additional pending billed hours will be due 7 calendar days prior to your event date. The number reflected on the final invoice is subject to change and is the full responsibility of the Client. The number reflected on the final invoice is based on additional requests per the Client or unforeseen expenses related to the Client's event and rolls over to ChrisFête Events, LLC after the contract has been signed (i.e. all travel fees, accommodations, other services requested per the client after the signed contract is submitted). If the Client would like additional services after the final balance is paid, or if additional planning hours have accrued, full payment of those add-ons is required no later than (3) days after those additional services are requested. Without payment for those additional services, ChrisFête Events, LLC reserves the right to not render those services requested. This includes event planning by the hour. NO CHANGES to approved design concepts can be made within 30 days of the event date. If the client does not request additional services, the initial remaining balance is to be paid in full by the date stated on this contract. In the event of non-payment, ChrisFête Events, LLC retains the right to attempt collection through all legal and permissible means. Client will be responsible for all court fees, legal fees, and collection costs incurred by ChrisFête Events, LLC.

Note: The terms of the agreement are non-negotiable and by signing the contract, client agrees to abide by all terms and fees stated in their invoice (including updated invoice if applicable). If travel is required, travel fees for all parties traveling will be added to invoice and are due at the time of your next invoice due date. Assistants will travel for walkthroughs and tastings/be present for all events with a guest count of 50+.

TERMS + CONDITIONS

Representations and Warranties:

ChrisFête Events, LLC represents and warrants to Client that it has the experience and ability to perform the services required by the Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform the Agreement; and that its performance of the Agreement shall not infringe upon or violate the rights of any third party or violate any federal, state and municipal laws. However, Client will not determine or exercise control as to general procedures or formats necessary to have these services meet Client's satisfaction. Client represents and warrants that it will take reasonable steps to protect ChrisFête Events, LLC personnel and equipment during the contracted period. In the event of injuries or damages resulting from insufficient protection on Client's part (except in the case of gross negligence on the part of ChrisFête Events, LLC), Client will be responsible for paying for all of ChrisFête Events, LLC resulting costs (including, but not limited to, insurance deductibles, medical treatment) that are not reimbursed by insurance.

Cancellation Policy:

The agreement cannot be canceled except by mutual written consent of both the Client and ChrisFête Events, LLC. If cancellation is initiated by the Client in writing and agreed to by ChrisFête Events, LLC in writing, Client will be required to pay any unrecoverable costs already incurred by ChrisFête Events, LLC (but not more than the total fee agreed upon).

Excusal of Performance:

The agreement of ChrisFête Events, LLC to perform shall be excused by acts of God, or any other legitimate condition beyond ChrisFête Events' control. If such circumstances arise, all reasonable efforts will be made by ChrisFête Events, LLC to find comparable replacement event planning at the agreed upon fees. In the event that ChrisFête Events, LLC is unable to procure a replacement, Client shall receive a full refund of all fees paid to ChrisFête Events, LLC. Client agrees that in all such circumstances, ChrisFête Events, LLC liability shall be exclusively limited to refunding the fees paid and that ChrisFête Events, LLC shall not be liable for indirect or consequential damages arising from any breach of this contract.

55 WEST STREET, SUITE 201 WALPOLE, MA 02081

LETSFETE@CHRISFETE.COM

   @ CHRISFETEVENTS

(617) 336-3244