



2025-2026 MITZVAH CELEBRATION *COORDINATION SERVICES*

Full-Service Event Planning:

Starts at \$6,500

We will be by your side every step of the way. We will handle all the details so you won't have to worry about a thing.

- ✓ 1-hour complimentary consultation to discuss your vision and ideas
- ✓ Unlimited Referrals. We'll research compatible vendors and suggest other event professionals – let us guide you to choose the perfect event team!
- ✓ Unlimited e-mail communication – Ask us anything!
- ✓ Help you create and maintain a budget. We will also send notification of upcoming payment due dates.
- ✓ Advice on mitzvah etiquette and attire
- ✓ Provide advice and guidance on choosing the perfect reception venue
- ✓ Assistance in securing vendors, referred to you based on your budget and style criteria
- ✓ Explanation of all costs and services prior to the signing of contracts
- ✓ Review and manage contracts of other event professionals



- ✓ Based on your style and taste, guide you in the selection of linens, chairs, charger plates, flatware, lighting, décor, rentals, etc – together we'll find the perfect elements!
- ✓ Assist with selection and ordering of guest favors, custom printed items, menus, place cards, programs, table numbers, kippot, etc. We are happy to store these items prior to the event and bring it with us to set-up.
- ✓ Assist with wording and etiquette on invitations and rsvp cards.
- ✓ Create professional site diagrams (*where applicable*) and a customized event timeline
- ✓ Attend Catering Meeting to assist with event layout, timeline, menu, beverage selection, etc.
- ✓ Make appointments (as needed) and attend key vendor interviews (*up to four separate days of meetings*).
- ✓ Work with venue coordinator on all event day details



- ✓ Send timelines to all necessary parties (vendors, temple, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Prepare a schedule/timeline for the day of the event
- ✓ Final meeting to review final details

(event day timeline, outstanding vendor payments, music, interactive entertainment, and other special activities) and attend final reception site walkthroughs. *Meeting and walkthrough to occur on same day.*

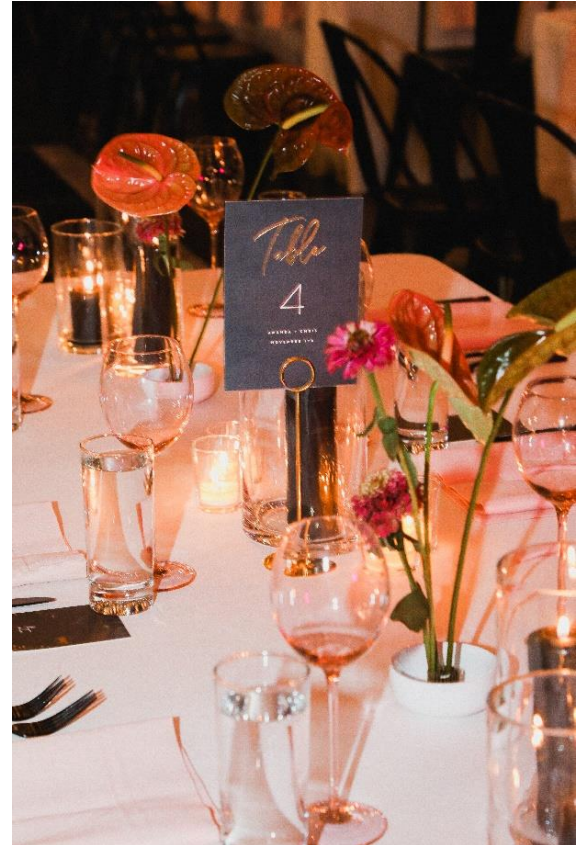
- ✓ Arrange for transportation (limos, specialty cars, horse & carriage, etc)
- ✓ Up to three hours of shopping time for any event related items

- ✓ Two Event Professionals to be on-site during set-up, duration, and clean-up of event (for up to 10 hours the day of the event).
- ✓ Oversee reception site set up (*parties that require multiple days of set up or have multiple events, will have an additional coordination fee*).
- ✓ ***PLUS: Finishing Touches Services***

Finishing Touches Services - *Starts at \$4,000 & Available 4 Months Prior to Event Date*

We help finalize all the details and make sure no stone is left unturned. Relax knowing that everything is taken care of.

- ✓ 1-hour complimentary consultation to discuss your vision and ideas
- ✓ We are happy to provide you with unlimited vendor referrals and etiquette advice leading up to the event
- ✓ We will accompany you to your menu tasting (or catering meeting) to assist you in making the best decisions for your reception
- ✓ Help finalize site diagrams (*where applicable*) and make suggestions on the event timeline
- ✓ Review all event rental orders to ensure order is correct and make necessary suggestions
- ✓ Review all power needs of the venue and make recommendations for any additional power needs
- ✓ A month prior to your event, we will meet to review final details (event day timeline, outstanding vendor payments, music, and other special activities) and



attend final reception site walkthroughs. *Meeting and walkthrough to occur on same day.*

- ✓ Send final timelines to all necessary parties (vendors, wedding party, etc.)
- ✓ Vendor liaison: Confirm vendors' timing and contractual obligations
- ✓ Handle all outstanding issues with vendors
- ✓ Two Event Professionals to be on-site during set-up, duration, and clean-up of event (*total hours not to exceed 10 on event day*).
- ✓ Oversee reception site set up
- ✓ Direct event set-up according to diagrams (chairs, tables, linens, gift table, place card table, etc.)
- ✓ Guest Liaison: Direct guests to various locations, answer questions, etc.
- ✓ Ensure timing of the schedule is followed to maintain a smooth flow for the reception
- ✓ Direct and cue all event professionals, as well as distributing final payments and gratuities to vendors
- ✓ Manage the day's events (cue grand entrance, review schedules with vendors,



maintain timeline, direct guests, etc...)

- ✓ Event day troubleshooting
 - ✓ Placement of all personal items provided by client (programs, favors, place cards, guestbook, menus, photos, etc.)
 - ✓ Ensure all tables are set with agreed upon décor (linens, centerpieces, napkin rings, menus, table numbers, etc)
- ✓ Arrange alphabetized name cards, set up guest sign in item, decorate entry with client provided décor, etc.
 - ✓ Decorate restrooms with bathroom baskets, candles, mints, soaps and guest towels (*additional cost for product*)
 - ✓ Prepare tables for candle lighting ceremony and challah

- ✓ Ensure gifts, envelopes and personal items are distributed as needed
- ✓ Pack up all clients personal items (gifts, gift cards, centerpieces, etc) at end of event for family to take home
- ✓ Other items to be agreed upon as needed

RSVP Event Owner & Bar/Bat Mitzvah Specialist:

Rachel Wood: (858) 229-6606 or rachel@rsvpsdevents.com

www.rsvpsdevents.com