



Wedding & Event Services

Thank you for
considering
Posh Events and Affairs

Every event is uniquely
designed and serviced.
Provided is simply a
partial list of our
capabilities.

Please know that our
client's are our main
priority. Special requests
are considered on a
case-by-case basis.



Our Wedding & Social Service Offerings Include:

Planning services include:

- Initial Design Concept
 - Mood boards or renderings
 - Décor selection
- Assemble a team of service providers
 - Caterer
 - Florist
 - Entertainment
 - Equipment rentals
 - Photographer
 - Videographer and more
- Gift registry management
- Guest management
 - Invitation mailing
 - Guest Communications
 - RSVP monitoring
 - Seating chart
- Travel arrangements
- Registration
- Timelines
- Transportation
- Up to 12 months of planning
- Venue walk through
- Vendor management
- Contract review and negotiations
- Creation of 2 drafts and 1 final wedding timeline
- Unlimited calls and emails between normal business hours
- Monthly updates
- Executive Wedding Planner + 3 Assistants*
- Onsite the day of rehearsal
- 12 hours onsite the day of event
- Floorplan layout
- Seating Chart
- Welcome bags
- Up to 12 in-person or Zoom meetings as needed
- Full concierge service from start to finish

Our Corporate Service Offerings Include:

- Alignment of goals and objectives
- Budget
- Initial concept
- Format and theme
- Venue selection and management
- Speaker referrals
- Branded website
- Audio/Visual
- Catering
- Entertainment
- Hotel Room Blocks
- Invitations
- Lighting and sound
- Photography and video
- Rentals
- Tenting
- Timelines
- Transportation
- Onsite management and day-of production

Posh Events and Affairs, LLC

Weddings & Event Planning



Thank you

Contact Us:

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