



Welcome to Splendid Events!

You have taken the first step in choosing the most desired and sought-after one-stop event planning and catering company in Southern California!

As you begin planning your joyous occasion at the beautiful **Covenant Hills Clubhouse**, here are several ways in which we can help...

~ Our role is to ensure the details of your event are taken care of, including assistance with rental orders, timeline creation, venue rules, venue layout configurations, and vendor management. Our specialty is anticipating our client's needs. So, you may enjoy your wedding or special celebration!

~ We can provide catering, florals arrangements, music, ceremony décor, wait staff and more!

~ For more information about our wedding/events services contact us at info@splendidevents.net

Day-Of Facility & Event Coordination **(Fee is included in your full facility rental price)**

Prior To Your Event...

- One complimentary initial consultation to discuss overall event.
- One in-depth meeting at CHC with you before your event to discuss all details.
- Unlimited phone and email support during the **4 weeks** prior to your event.
- We will confirm all vendors **3 weeks** and the day before your event.
- Provide final guest count to vendors.
- Create event day itinerary and coordinate all vendors in advance.
- Assist with preparation of layouts and plans for decor and catering.
- Can provide wait staff and bartending services (For additional fee).

Day Of Your Event...

- Early arrival at CHC to ensure all vendors are on time and set up goes smoothly.
(10 Hours of Event Day Coordination Included, Additional Hours @ \$65 per).
- We will ensure that your setup follows the Clubhouse Rental Agreement.
- Ensure musicians/DJ have song lists and are appropriately cued.
- Ensure videographers and photographers are ready with shot lists.
- Ensure décor team and catering staff is ready for guest arrival.
- Greet late arriving guests.
- Assist with guest departure, so you may begin to clean up.
- Ensure all venue furniture items are placed back properly per rental contract (moved by renter).
- Assist with taking out trash and cleaning kitchen.