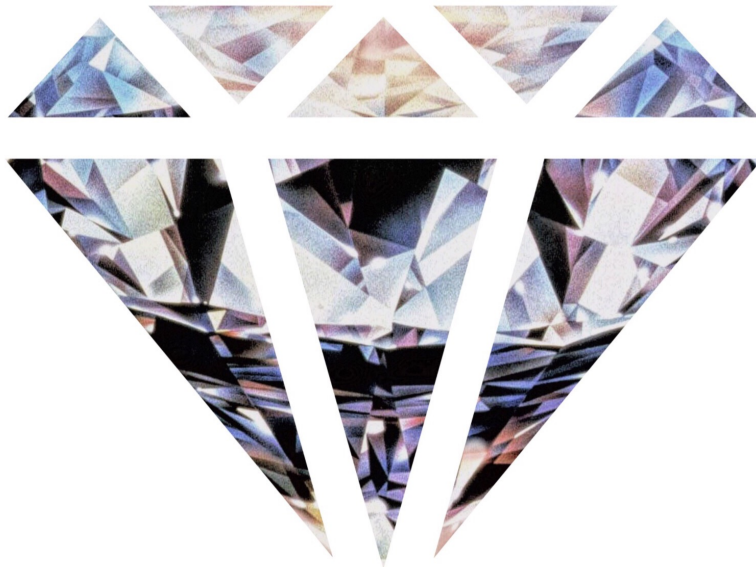


TIME TO SHINE



EVENTS

Welcome

Time To Shine Events is a full-service wedding and event planning and design company with collections custom tailored to fit your unique style and needs. We will be there to manage all the design, details and logistics of your special day, so that every step along the way is an enjoyable one from our very first meeting until the end of your seamless event.

About

Time To Shine Events is a full-service wedding and event planning and design company based in San Diego. We truly love and enjoy creating beautiful events and memories that last a lifetime with collections custom tailored to fit your unique style and needs. We will be there to manage all the design, details and logistics of your next event. We are dedicated to making your event truly yours, with a cohesive design that enhances extraordinary detail. At Time To Shine Events we value quality over quantity and are dedicated to making your vision become reality.

Mission

Our mission is to ensure that every event, grand or small, is everything you have been envisioning. We create custom collection packages for your specific budget, timeline, guests, and location. Leave the stress and planning to Time To Shine Events. Our goal is to make your vision reality.

Services

Time To Shine Events offers several collections to choose from, as well as a la carte services.

Collections

- Collection 1: A busy schedule or expedited planning timeline does not have to mean sacrificing any element of your ideal event.

If having a team of professionals designing and organizing your big day sounds like a dream, let us be there each step of the way to guide and assist you, from the beginning to end. We are here to be your advocate during your design and planning process all the way through to your big day. See attached document for details of this collection.

- Collection 2: The three months before your event are the busiest time of all! If you have your plans in place but need help fine tuning them, our team is designed to help you produce a remarkable event. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. This collection starts 30-90 days prior to your event day. See attached document for details of this collection.

- Collection 3: If you have your plans in place but need help executing them, our team is designed to help ensure your vision becomes reality . We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details. This collection starts 14-30 days prior to your event day. See attached document for details of this collection.

- Collection 4: If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself, and the timeline, our team is designed to help you. We will set up a meeting to discuss your plans and a list of all your vendors. We are available to confirm your vendors and make sure last minute payments are made. On day of the event, we will make sure all your vendors show up on time and we will guide them where to go and ensure your vision is realized. This collection starts 7-14 days prior to your event. See attached document for details of this collection.

- A La Carte Services: Numerous services that you can simply add to your package or select by themselves. See attached document for details of these services.

Time To Shine Events specializes in creating custom packages tailored to meet your individual needs and budget. Contact us today to set up your initial consultation meeting.

Collection 1

Full Design, Planning & Coordination:

This is the ultimate collection for the client that understands the overwhelming, stressful details involved in budgeting, designing and planning an event and wants the luxury of having all the details professionally managed from start to finish. From a client who has a million ideas and no clue where to start or a busy client who doesn't have the time to plan and coordinate the event they want, this is the package for you.

We will set up an initial consultation. We'll ask about your style and the vision you have for your event day and what design and planning services you need. All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

(Services include, but not limited to):

- ❖ Three Planning Meetings (including an initial consultation)
- ❖ Vendor Recommendations
- ❖ Assistance with determining color scheme, theme, and style of event
- ❖ Assistance with concept design of floral, linen and other decor
- ❖ Assist in venue meetings when available
- ❖ Vendor communication and/or negotiations
- ❖ Prepare estimated budget & guide client to ensure they remain on budget
- ❖ Pre-event site visit to venue
- ❖ Assist in venue floor plan and layout
- ❖ Development and management of event day timeline and vendors
- ❖ Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- ❖ Confirm vendors one week before event day
- ❖ 8 hours onsite coordination on event day
- ❖ 2 Coordinators on site
- ❖ Deliver final payments

A La Carte Services Available at an Additional Charge.

Collection 2

Partial Planning & Coordination :

The three months before your event are the busiest time of all! If you have your plans in place but need help executing them, our team is designed to help you produce a remarkable event. We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details.

We are available to confirm your vendors and make sure last minute payments are made to your vendors.

On day of your event, we will make sure all your vendors show up on time and we will guide them where to go.

This collection starts 30-90 days prior to your event day. It includes access to our preferred vendor list and a detailed timeline that anticipates issues and accounts for all of the details before, during and after your big day, as well as a team of event consultants to keep everything on track while you are enjoying your event. The following services are included in this collection:

Services include (but not limited to):

- ❖ Initial planning meeting with client to gather information
- ❖ Access to our preferred vendor list
- ❖ Pre-event site visit to venue
- ❖ Development and management of event day timeline and vendors
- ❖ Review all pre-existing vendor contracts
- ❖ Final walk through meeting
- ❖ Development and management of wedding day timeline for bridal party and vendors
- ❖ Confirm vendors one week prior to wedding day
- ❖ Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- ❖ 6 hours onsite coordination on day of event
- ❖ 2 Coordinators on site
- ❖ Deliver final payments

A La Carte Services Available at an Additional Charge.

Collection 3

“Month Of” Coordination :

The few weeks to a month before your event are the most stressful time of all, especially if you are trying to figure out how to execute all of the logistics of making your vision come to life.

If you have your plans in place but need help executing them, our team is designed to help ensure your vision becomes reality . We will set up a meeting to discuss your plans, list of your vendors, and list of last minute details.

This collection starts 14-30 days prior to your event day. It includes a detailed timeline that anticipates issues and accounts for all of the details during your big day, as well as a team of event consultants to keep everything on track while you are enjoying your wedding day.

Services include (but not limited to):

- ❖ Initial meeting with client to gather information
- ❖ Confirm vendors one week before event day
- ❖ Development and management of event day timeline and vendors
- ❖ Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics
- ❖ Act as liaison between client and vendors
- ❖ 5 hours onsite coordination
- ❖ 2 Coordinator on site
- ❖ Deliver final payments

A La Carte Services Available at an Additional Charge.

Collection 4

“Day Of” Coordination :

The few weeks to a month before your event are the most stressful time of all, especially if you are trying to figure out how to execute all of the logistics the day of. You might have thought you or a family member could, but are now thinking it would be better to hire someone so you and your family can enjoy every part of your day.

If you have all your plans in place but need someone there on the day of to oversee all your vendors, yourself and the timeline, our team is designed to help you. We will set up a meeting to discuss your plans and a list of all your vendors. We are available to confirm your vendors and make sure last minute payments are made to your vendors. On the day of the event, we will make sure all your vendors show up on time and we will guide them where to go and ensure your vision is realized.

This collection starts 7-14 days prior to your event day.

Services include (but not limited to):

- ❖ Initial meeting with client to gather information
- ❖ Confirm vendors one week before event day
- ❖ Management of event day timeline and vendors
- ❖ Setting up of necessary table decor
- ❖ Act as liaison between client and vendors
- ❖ 4 hours onsite coordination
- ❖ 1 Coordinator on site
- ❖ Deliver final payments

A La Carte Services Available at an Additional Charge.

A La Carte Services

A la carte services are available to all who need a little something extra or just want specific services. We want your event to be everything you want and more. We are available for the following as well as any additional customized needs you may have.

The following services are available on their own or as an “add on” to any collection:

- ❖ Hourly consultation services
- ❖ Event design consultation
- ❖ Floral/table decor consultation
- ❖ Hotel arrangements for out of town guests
- ❖ Create and/or distribute customized hospitality gift bags
- ❖ Tabletop centerpiece design
- ❖ Development and management of planning timeline
- ❖ Assistance with determining color scheme, theme and style of event
- ❖ Assistance with concept of design of floral, linen and other decor
- ❖ Design and layout of furniture lounges, room layout/floor plan design
- ❖ Pre-event site visit to venue
- ❖ Seating chart layouts
- ❖ Rehearsal planning
- ❖ Floral design
- ❖ Rehearsal dinner arrangement
- ❖ Transportation arrangement and coordination
- ❖ Attend vendor meeting
- ❖ Custom weekend itinerary with extensive detail of each activity
- ❖ Decor setup and break down
- ❖ Venue research and scouting
- ❖ Event day and rehearsal directing only
- ❖ Development and management of event budget
- ❖ Development and management of guest list and RSVPs
- ❖ Additional on-site coordinators
- ❖ Additional hour coordination

Contact us for pricing information