



## event planning services

From small get-togethers to the most lavish wedding we can assist with the planning of your special event. Your event is a direct reflection of you so we put every ounce of our creativity and attention to detail into every event we plan. When you receive compliments from your guests, we consider the event a success.

### Event Types

Under the Sun Austin can expertly plan any type of event you could dream of. Every event is unique and creatively designed. Below is a short list of events Under the Sun can coordinate for you...

- **Weddings**
- **Showers**
- **Corporate Events**
- **Office Parties**
- **Galas & Fundraisers**
- **Grand Opening Parties**
- **Private Dinner Parties**
- **Birthday Parties**
- **Anniversary Parties**
- **Children's Parties**

### Event Services

- **Full Event Planning Service:** Every detail of your event is overseen by our event planners. Everything from the napkins to the music is specifically selected for your event. This service includes a Production Schedule, Day-of Time line, and a Under the Sun Austin representative present at all vendor meetings.
- **Day-of Coordination Service:** Let us help your special day run smoothly. We will meet with you a month prior to your event to go over your details and be present the day of your event to make sure your vision has been achieved.
- **Invitation Design Service:** An invitation is the first impression of your event. We can ensure that the design is worthy of your party and also provide you with matching save-the-dates, programs, menus, etc.
- **Custom Logo and Monogram Service:** Let your event stand out from the rest with a custom logo or monogram.
- **RSVP Management Service:** We will maintain a list of RSVP's for your upcoming event.
- **Event Website Service:** Have guests visit your website to get updates on the event, travel information and anything else you would like.

### Holiday Preparation Services

- **Decoration Service:** Want to show your holiday cheer but don't have the time to buy and hang garland? We can take care of that for you. We will purchase and apply holiday decorations to your home or office to really get you into the spirit!
- **Light Installation Service:** Nothing says the holiday time quite like twinkling lights. We will install and hang lights in your home or office for that special touch of décor.
- **Greeting Card Service:** Let us update your mailing lists, generate labels and design the perfect holiday card from your family or company.
- **Holiday Goodies Service:** Homemade baked goods are one of the best parts of the holidays, but who has time to bake all of those cookies? Our team can bake delicious treats for your personal use or to hand out as gifts. We guarantee they will be a hit!
- **Holiday Party Service:** Let us plan your holiday party down to the mistletoe!