



CHRISTOPHER  
MARCS  
DESIGN

EVENT PRODUCTION • EXPERIENTIAL DESIGN • GRAPHIC DESIGN • SEASONAL

Distinguished by intentional design concepts that implement diverse floorplans partnered with unique color palettes, textures, and detail-inspired elements including but not limited to draping, lighting, furniture, and props, CHRISTOPHER MARCS DESIGN is an event production and graphic design agency with the capacity to oversee your special event needs from vision to execution. Our experiences are created for the discerning individual who appreciates details; expects quality results; and unafraid to “marc” their events by challenging norms and creating the “box.” Each request is valued greatly and we pride ourselves on being a strong, honest, yet welcoming voice for our detailed-conscious clients while maintaining a minimal stress and productive work environment and schedule throughout your design process.

# EVENT PRODUCTION and MANAGEMENT

No two events should ever be alike but CHRISTOPHER MARCS DESIGN believe each should be more memorable than the one before; therefore, we approach each event as an opportunity to “marc” a special occasion in a custom way.

CHRISTOPHER MARCS DESIGN is a full-service event production company capable of guiding you through every detail of your event from venue selection and theme development; custom favors to unique live entertainment; and vendor selection and unique floor plan creations.

## PHASE I

- Consultation
- Budget Development and Assessment
- Venue and Vendor(s) Referral/Selection
- Request for Proposals
- Contract(s) Review\*
- Guest List Development and Finalization
- Room Block Development
- Guests Reply Management E-mail Setup

## PHASE II

- Vendors Correspondence
- Scheduling
- Guests Reply Management
- Master Schedule Development
- Event Details
- Floorplan Development\*
- Timeline Development

## PHASE III

- Master Schedule Consultation
- Confirm Attendance and Organize Replies
- Finalize Seating Chart
- Final Venue Walkthrough
- Timeline Finalization
- Event Rehearsal/Direction
- Event Management (includes setup, event, and strike).

Phases I-III are applicable to Full Event Planning Service packages only. Phase III outlines services for Event Management Service packages except where indicated with an asterisk (\*) in Phases I and II.

## INVESTMENT

Event Management service investments begin at \$1500. and are customized based on the event scope including but not limited to: event type, venue, number of guests, and timeline of events.

the DIFFERENCE  
is *in the* DETAILS

