



SERVICES OFFERED

Event Production, Planning + Logistical Management

- Event management and logistics
- Location scouting - on or off island
- Event staging
- Onsite management and ownership of event production
- Schedule development
- Budget development and maintenance
- Vendor curation
- Equipment/Infrastructure sourcing and consultation
- Entertainment sourcing and booking
- Creative bar and catering sourcing/coordination

Event Design + Decor

- Event concept, design and storyboarding
- Décor and furniture sourcing (and custom fabrication)
- Interior, set and space design
- Scaled floor plans and elevations
- Bespoke visuals
- Unique floral and tabletop design
- Lighting design and coordination
- Custom branding and graphics for wall, floor and ceiling treatments
- Styling - photo-shoots, film, staff attire

Wedding Planning Services (in addition to Event Design + Production Services)

- Advice and consultation
- Planning services
- Onsite Wedding Planner services (Full Service Only)
- Organizational tools - check lists, itinerary and schedule development
- Site/Venue sourcing and management
- Vendor curation and management
- Guest transport and travel services
- Rehearsal management
- Wedding website services
- Paper Suite + design services
- Fashion, beauty and styling services

Luxury Concierge + Client Entertainment

- Intimate private client experiences
- Access to private clubs and properties
- VIP access for events
- Specialized yacht cruises
- Customized gifts
- Hands on involvement in conservation projects
- Behind the scenes tours
- Access to unique venues and activities
- Private tent and booth access at sporting events

Marketing

- Strategic event marketing
- Merchandising and branded gift sourcing
- Invitation design and RSVP monitoring (online and print)
- Conference coordination
- Promotional material coordination/sourcing

Production Assistance

- Talent and technical expertise sourcing
- Styling
- Prop/decor sourcing and fabrication
- Work permit and importation services
- Storage and trucking
- Work shop access
- Location scouting
- Transportation
- On water capabilities

Consultation

- Service standards and methods
- Venue layout
- Event themes
- Fundraising opportunities
- Signature event creation
- Immigration and Customs protocol
- Government Minister protocol

DASFETE

