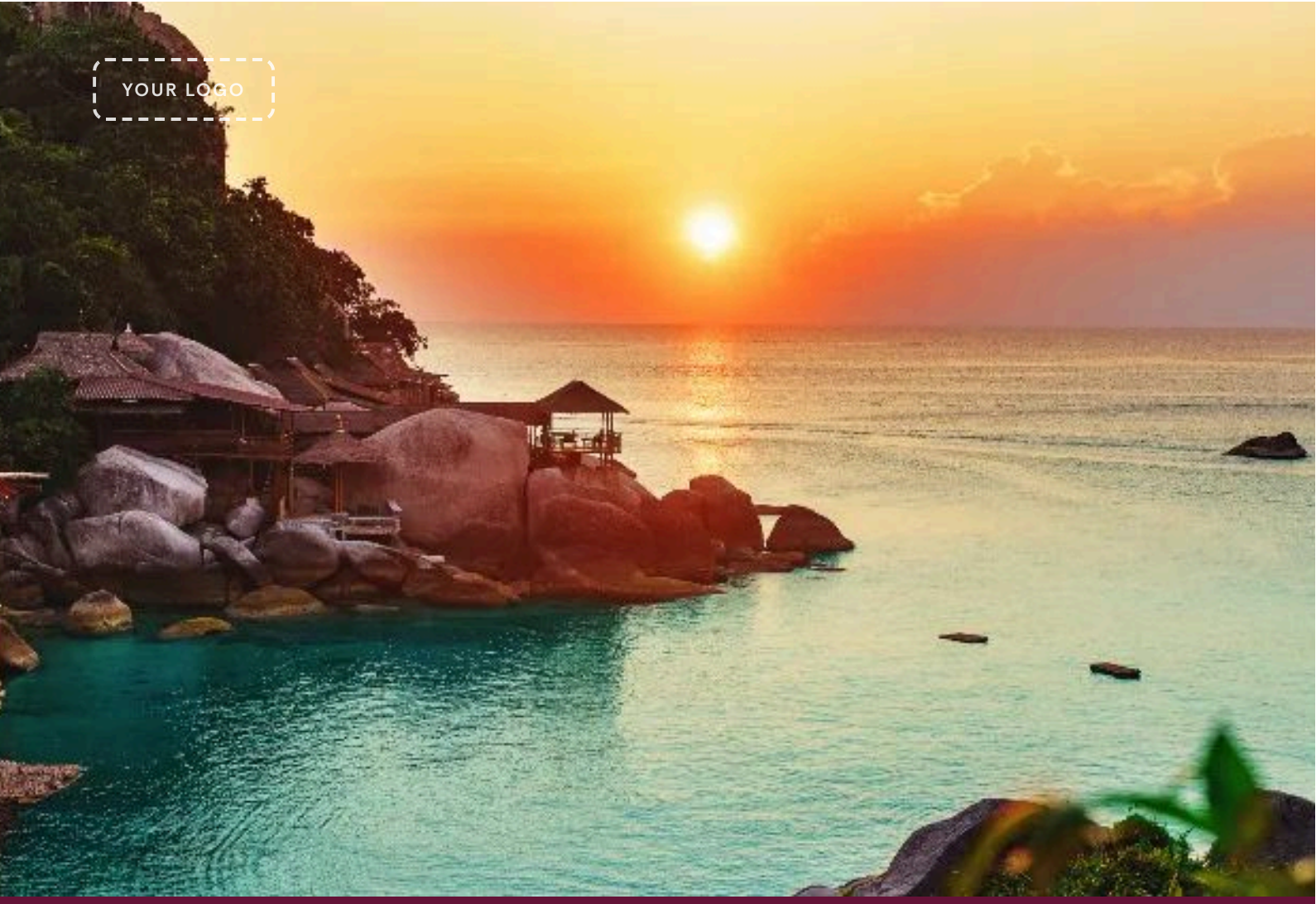

WELCOME PACK · EVENTS AND WEDDINGS

Welcome, Client name

Your team, what we need from you and the first 30 days.

Project lead Name **Start** DD/MM/YYYY **Check-in** Day, time

YOUR TEAM

ROLE	NAME	CONTACT
Project lead	Name	Email, phone
Day-to-day contact	Name	Email, phone
Specialist	Name	Email, phone
Escalation	Name	Email, phone

WHAT WE NEED FROM YOU

- [ ] Dates and guest count
- [ ] Budget range
- [ ] Theme references
- [ ] Guest list format
- [ ] Decision maker

TIMELINE

Your first 30 days

1

Kick-off, access and plan confirmed

1 week

2

First deliverable for review

1 week

3

Changes and approvals

1 week

4

First results and review

1 week

Start date date. Dates move with approvals and inputs listed in the assumptions.

HOW WE WORK TOGETHER

- One weekly check-in of 30 minutes
- Approvals by email or on the shared link
- Urgent issues: call your project lead
- Monthly report on guest satisfaction

A NOTE FROM US

We are glad to have you with us, first name.

Sincerely,
Your name, role

