

Rincon Events

Planning and Production

Unparalleled service is at the heart of Rincon Events
Full Service Event Planning and Production.

To ensure that everything will be perfect, a personal
Event Coordinator walks you step by step through
the planning process from event plan, menu
selections, rentals, staffing and event decor.

Complete Event Planning and Production
at its finest.

Rincon Events

3805 Santa Claus Lane Carpinteria, CA 93013

805-566-9933



Full Service Day of Coordination

Initial consultation to discuss your vision
Create a highly detailed event plan for the reception including; a site plan, rental list, lighting plan and vendor plan
Continuing Planning and Support
Menu development Assist with the look and feel of your event theme and entertainment
Referrals for vendors not yet booked Manage and Assist with booked vendors in creating a detailed vendor delivery schedule for the day of your event
Unlimited availability for questions, advice, support and referrals by phone, e-mail and in person
Unlimited onsite meetings prior to wedding day to discuss event details, style and decor
Final Planning
Finalized estimate including event plan, site plan, rental list and vendor delivery/production schedule
Final walk through of reception event plan and site plan
Confirms with vendors their contracted services, coordinate delivery schedule and creates a detailed production schedule Distribution of complete event plan to vendors and resolve any underlying issues

Day of Event (Pre-Event)

Event Coordinator manages set up of ceremony location and reception site
Checks in and manage all vendors and coordinates delivery and set up as needed
Event Coordinator collects and ensures all details and placement of guest book and pens - or picture frame with pens, place cards, table numbers/names, toasting glasses, cake service, disposable cameras, favors, and other personal items for the reception
Check in with family and see to any last minute details
Ensures all event details are 100% before guest arrival
Event Coordinator manages catering and catering staff
Coordinates with family and wedding party during reception
Lights candles and finish last minute touches
Direct guests to reception locations
Event Coordinator cues dj/musicians during reception
Organize bridal party for grand entrance
Organize first dance, parents' dance, cake cutting, bouquet/garter toss and other special activities
Dismiss tables to buffet
Organize vendor meals
Arrange "to-go" meals for Bride and Groom
Organize grand exit (as needed)
Distribute vendor balances and/or thank you gifts day of event
Pack up and organize personal items
Event Coordinator manages clean up and breakdown of event

975.00

Full Service Day of Coordination
(Does not include Ceremony Coordination)



Full Service Day of Coordination - Ceremony

Ceremony Planning

Initial consultation to discuss your Ceremony vision
Provide expertise in Ceremony production
Create Detailed Ceremony Plan
Referrals and bookings for vendors not yet booked
Unlimited availability for questions, advice, support and referrals by phone and email

Ceremony Rehearsal

Event Coordinator Manages Rehearsal (Time is subject to Rincon Events availability)
Confirm and run through ceremony plan with family and wedding party
(with or without music)

Ceremony

Ensure all planned items are distributed and set up 100%
Put out Ceremony Programs and Organize Sand / Candle Ceremony (If Desired)
Handles any unforeseen issues that may come up
Greet guests upon arrival and direct them to ceremony location
Organize family and wedding party for procession
Cue musicians for ceremony

650.00

at Rincon Beach Club, Santa Claus Lane Beach or Santa Barbara Zoo

1,200.00

Off Property Ceremony Coordination



* Photo Credit: Jessica Lewis Photography