

# IMPACT

COLLECTIVE

## About Us

IMPACT Collective is an award-winning event management company where passion and purpose collide. We don't just plan events; we create unique and memorable experiences that perfectly suit our clientele. We truly value getting to know our clients so that we can offer personalized proposals that cater to their specific vision and needs. If you want a stress-free yet perfectly executed event, just contact our Dream Team and we will take care of the rest. We can't wait to work with you!



## Month of Coordination

Finished making all your big decisions but need help finalizing the details? Consider us as your insurance policy. An event is a big investment and we will be there to guarantee everything goes off without a hitch.

- Arrange event layout (seating, tables)
- Assistance securing vendors
- Event Coordination
- Communicate with contracted vendors
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Conduct final seating & table check prior to guests welcomed to reception
- Confirm all vendor contracts
- Coordinate distribution of vendor final payments & gratuities on the day of
- Cue vendor timing throughout event
- Detailed monthly checklist
- Detailed timeline of event day activities including guest list, RSVP's, seating plan, payment schedule
- Manage set-up of event site
- Onsite management & day-of support
- Pre-event consultation

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## Partial Planning

Have you secured your venue and now need recommendations for other vendors? With this package, we will step in and build upon the foundation that you have already laid out. Wherever you are in the planning process, we will customize a proposal for you based on your needs, vision and goals.

- Act as the liaison between client & vendors for logistical needs
- Advise menu planning
- Arrange event layout (seating, tables)
- Arrange rental delivery & pickup
- Arrange transportation & limo service
- Assist with decor & design
- Assist with save the date, invitation, program, & menu wording
- Budget analysis
- Event coordination
- Communicate with contracted vendors to coordinate deliveries & installations
- Conduct final lighting, sound, & temperature inspection prior to guest arrival
- Conduct final seating & table check prior to guests welcomed to reception
- Confirm all vendor contracts
- Coordinate distribution of vendor final payments & gratuities on the day of
- Cue vendor timing throughout event
- Detailed monthly checklist
- Detailed timeline of event day activities including guest list, RSVP's, seating plan, and payment schedule
- Establish & monitor budget with monthly budget updates
- Lead all-vendor walk-through meetings
- Manage set-up of event site
- Onsite management & support day of
- Pre-event consultation
- Recommend venues & vendors based on event budget & style
- Regularly check on client's progress & to-do list
- Reserve guest hotel room blocks (if applicable)
- Schedule & attend catering tastings
- Schedule & attend vendor meetings & interviews



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## Full Service Planning

Ready to plan your event but overwhelmed with the amount of time and attention required? Do you have a clear vision but don't know how to make it a reality? With our full-service package, you call the shots while we handle all of the heavy lifting. From start to finish, our Dream Team will be there providing you with our expertise and exceptional service.

- Act as the liaison between client & vendors for logistical needs
- Advise on catering planning
- Arrange grab bags, gifts, and other various attendee collateral (if applicable)
- Arrange event layout (seating, tables)
- Arrange rental delivery & pickup
- Arrange transportation (if applicable)
- Assist with event design
- Budget analysis
- Communicate with contracted vendors to coordinate deliveries & installations
- Conduct final lighting, sound & temperature inspection prior to event start
- Conduct final seating & table check
- Confirm all vendor contracts
- Coordinate distribution of vendor final payments
- Cue all vendor timing throughout event
- Detailed monthly checklist
- Detailed Run of Show
- Establish & monitor budget with monthly budget updates
- Guidance & sample text for printed materials
- Lead all-vendor walk through
- Manage set-up of event site
- Onsite management & day-of support
- Organize & set up event signage
- Pre-event consultation
- Event final walk through
- Recommend venues & vendors based on event budget & goals
- Coordinate guest hotel room blocks (if applicable)
- Schedule & attend catering tastings (if applicable)



# IMPACT

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## Clients



MUSICARES®



# IMPACT

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## Why Hire IMPACT Collective?

1. We believe in a concierge style approach to event planning, always looking after you, your team, and your guests. Not only do we coordinate logistics, but we play the role of host to make sure you and your attendees are well taken care of.
2. **IMPACT Collective** is a socially conscious brand that also manages DC-based charitable organizations such as Meant 2 Live Foundation and Splendor Productions, which means we plan with a purpose. Proceeds from our business are reinvested in 2,500 impoverished youth and orphans in DC, VA, MD, and Zambia, Africa. Our efforts have provided healthy meals, school supplies, education, and medical services for these children.
3. **IMPACT** is where passion and purpose collide. To put it simply, we LOVE what we do and it shows in our work. We are a part of a unique journey with our clients, and weather each storm, celebrate the victories, and navigate every step of the way with them.
4. When recent pandemic disasters wreaked havoc on the world, and especially in the hospitality and event industry, our IMPACT team acted as first responders. Dozens of clients came to us as their venue cancelled or a vendor refused to provide a refund for services not rendered. As an advocate, we went to bat for our clients and were able to protect their financial investments and put their weddings back on track in a safer way. Similar to an attorney, we review every contract to make sure the right clauses are included to properly guard your special day. IMPACT is your Covid Navigator and Strategist!

