

Start-to-Finish Event Process

From First Conversation to Final Breakdown

A clear view of how Elegant Decor & Rental plans, produces, installs, and removes a professionally designed event.

1. Discovery Consultation

We learn your vision, priorities, venue, guest count, timing, and budget range.

2. Design Consultation

We develop the color palette, floral direction, backdrop, tables, rentals, lighting, and layout.

3. Proposal

You receive a written scope, rental list, pricing, payment schedule, and visual direction.

4. Booking

The signed agreement and retainer secure your date.

5. Planning & Measurements

We confirm dimensions, access, load-in route, power, floor plan, and venue requirements.

6. Final Approval

Selections, quantities, guest count, timeline, and balances are finalized.

7. Production

Florals are built, rentals inspected, linens prepared, items labeled, packed, and loaded.

8. Installation Day

The team protects floors, installs structures, places florals, candles, tables, and finishes styling.

9. Final Inspection

We check symmetry, lighting, cleanliness, safety, photography readiness, and venue compliance.

10. Breakdown

After the event, we dismantle, count, pack, inspect, and return all rentals to the warehouse.

Event Production Checklist

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| ■ Signed contract received | ■ Delivery and loading route confirmed |
| ■ Retainer received | ■ Floor protection prepared |
| ■ Venue contact confirmed | ■ Tools and hardware packed |
| ■ Certificate of insurance submitted if required | ■ Emergency repair kit packed |
| ■ Final measurements approved | ■ Candles and batteries tested |
| ■ Floor plan approved | ■ Truck loading checklist completed |
| ■ Rental quantities finalized | ■ Final setup photography completed |
| ■ Floral recipes finalized | ■ Breakdown inventory completed |