

The basic elements when thinking about décor for your event are linens, lighting, candles and flowers. These touches are essential to making your event feel like a grand occasion. Next, if you have room in your budget think about other wow factors that can enhance your décor and take things to the next level. Think Photo booths, Custom Gobos, Red Carpet entrances or a step and repeat so you can create a Hollywood feel. You can find most items with the many rentals companies in the area. Make sure you get multiple quotes to ensure you get the best rate.

Regarding the entertainment, the first question to ask is, does your budget allow for live music or a DJ? Either option is a valid choice to get the crowd moving but always remember that music dictates energy, so whatever you choose it's important to talk with the performers and set up a music plan for the night. With music and décor addressed remember to book a photographer to capture those memorable

moments. This is one item you may debate about but believe me you won't regret it. This allows all the magical moments of your event to live forever. The great thing about photographers is they can create packages for many budgets so make sure to keep this on your list.

Save the Dates and Invitations

With most of your planning complete, there are still a couple items to be addressed before the Big Bash. Make sure you send out Save the Dates followed with invitations so your guests understand this is a formal event. Save the Dates should go out 12 weeks prior to your event. Invitations should follow 6 to 8 weeks prior.

Timeline

With all the details addressed the final step is creating a timeline for your event. The timeline should encompass all the details related to

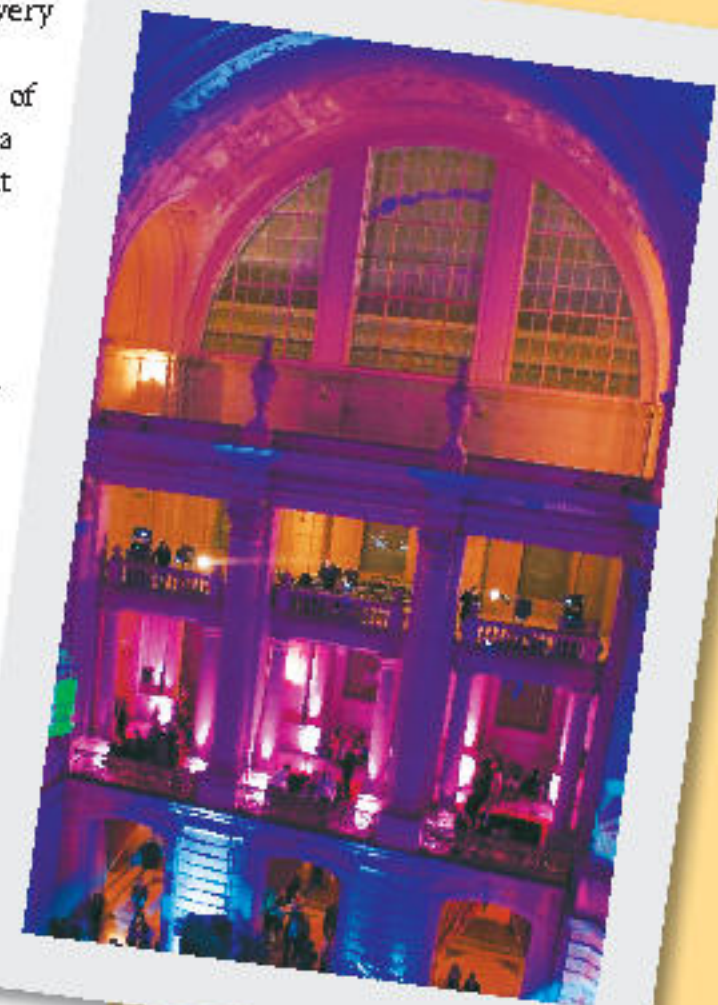
throwing the Big Bash. Include delivery of rentals, set up plan, arrival times of all vendors, agenda for the entire night and last but not least the breakdown. This task will ultimately allow you to enjoy your event; because it will help keep you organized and in control. Your timeline allows for everyone involved to know their role and responsibilities. Make sure to distribute it to every vendor so everyone is on the same page.

Celebrate

Now that you have created your event and crafted your timeline, sit back and trust your vendors to do their job. They are professionals and are there to make sure your event vision comes to fruition. You have created this night, enjoy it! Remember to be flexible and allow for the night to unfold. You will be amazed as the Big Bash happens right before your eyes. May all your dreams come true!

SanMan Productions

Sanford Marshall has been planning weddings and events in the luxury category for more than 15 years. He has had the privilege of planning Francis Ford Coppola's annual fundraising dinner for North Beach Citizens, Signature



ABOVE:

Venue, lighting and music choice help establish the theme of the party from the beginning of the event.

Photocourtesy of SanMan Productions.

Celebrations at the de Young Museum, San Francisco Design Center, The Ritz Carlton and the Bently Reserve to name a few. His talents have also been displayed in exclusive weddings at the Santa Lucia Preserve, San Francisco's CityHall and select properties in Napa Valley and Sonoma County. Through these events, Sanford has built a stellar reputation for creating events that are extremely well executed, feature amazing design elements, and are truly fun and entertaining for all attendees.

Sanford also has strong connections throughout Northern and Southern California and is on the preferred vendor list of many esteemed venues. Allow Sanford to bring his community of contacts and contagious energy to your special day. Contact Information: www.sanmanproductions.com



ABOVE:

Your party will be a big success with a little pre-planning. *Photocourtesy of SanMan Productions.*