

# DECOR MANAGEMENT PACKAGE

JN MITZVAHS  
*& More*  
EVENT PLANNING



## THEME DEVELOPMENT

Brainstorming and designing a cohesive theme or concept for the event.  
Mood board creation for color schemes, styles, and design elements.

## DECOR ITEM SOURCING

Assist with renting, creating or purchasing decorations (e.g., linens, centerpieces, furniture, lighting).

## VENUE STYLING

Setting up centerpieces and chair decor.  
Staging areas for specific themes (e.g., photo booth backdrops, marquee letters/numbers, gift card box and signing board tables).  
Floor layout design and mapping for decor placement.

## SIGNAGE AND STATIONERY

Creating and placing custom event signs (welcome signs, table numbers, menus).  
Themed place cards, or decorative tags for party favors.

## LIGHTING AND EFFECTS

Decorative lighting (fairy lights, candles, LED accents, uplighting colors).  
Placement of effects like uplights or fog machines (if requested).

## TABLE AND FURNITURE DECOR

Assist with outsourcing glow furniture, tablecloths, runners, napkins, and tableware (if not provided by the caterer/venue).  
Chair covers, sashes, or specialty seating enhancements.

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# DECOR MANAGEMENT PACKAGE CONT'D



## BACKDROP DESIGN

Ideas and creation of photo booth or professional photo backdrops.  
Custom balloon garlands or photo booth props.

## BALLOON STYLING

Balloon arches, columns, centerpieces, or themed balloon sculptures.  
Helium or custom air-filled arrangements.

## INSTALLATION AND BREAKDOWN

Setup of all our decor elements before the event.  
Teardown and cleanup of all our decor after the event.

## CUSTOM DECOR CREATIONS

Handmade or custom decor elements and accents.  
Personalized items, such as monograms or logos.

## FINAL TOUCH SERVICES

Candle lighting before guests arrive.  
Ensuring all details are picture-perfect (e.g., napkin folds, centerpiece alignment).

**This package focuses solely on the aesthetics of the party, not including catering, entertainment, and guest management, but ensuring the event looks stunning and cohesive.**

**Upgrade from our Décor Management Package to our Partial or Full-Service Planning Packages anytime! We'll handle vendor coordination, guest management, timeline planning, and the flow of your day. Please don't hesitate to reach out for more information.**

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