

EVENTS

ABOUT MEADE DESIGN GROUP'S EVENT SERVICES

A great event is always talked about and never forgotten. It becomes the one to beat amongst attendees and everyone else that they share their experience with. We specialize in creating those events.

Our event planning services guide you through every step of your big day, whether it is a wedding, party, launch, charity event or mixer, including advice on venue, decor, timeline, food and drink, and whatever other details are going to be unique to your event.

WHAT WE CAN DO FOR YOU AND YOUR BUSINESS

We offer a range of services to help your event match your vision, although they are best used when combined, we are sure to include each of the following service types when planning your event:

- Event Consulting
- Planning
- Decor
- Invitation Design (as well as any other required collateral materials such as custom save-the-dates, thank you cards, signage or specialty printed goods)
- Vendor Management
- Event Supervision

F.A.Q.S

Q: WHEN SHOULD I CONTACT MEADE DESIGN GROUP FOR MY EVENT?

A: As soon as possible! The more time the better. Time means more options when it comes to the availability of decor and vendors, as well as more time to refine every last detail to make sure every piece of the event is in concert with the theme and your vision of the event.

The main pieces of information we will need from you is the date, number of guests and type of event. Once you have those down we can either take it from there, or meet with you regularly about how to make your event it's best.

Q: WHAT IS THE BEST WAY TO COMMUNICATE WITH MEADE DESIGN GROUP DURING MY PROJECT?

A: We use a combination of e-mail, phone calls and face to face meetings throughout the project. For presentations of new material we prefer to meet in person whenever possible.

Throughout the project, our project manager will also meet with the team to review progress and to ensure that the schedule, scope and budget are on track. Any changes to the schedule, scope, or budget will require oversight and approval by the project manager. All changes are also discussed with you, the client.

You have the right and obligation to report any issues or concerns as they occur to Meade Design Group so that resolutions can be found as quickly and efficiently as possible.

Q: CAN I USE MY OWN VENDORS?

A: We always enjoy meeting and working with new people, and are willing to work with your vendors if you are confident in their skills and abilities. That being said, we would be happy to assist you with your selection of vendors necessary to complete your project if you don't have any pre-existing relationships.

You will always receive an estimate from our trades before you commit to their services. We are confident in their work and have developed trusting relationships over the years, and understand each other's requirements and appreciation for quality work.

On the legal side of things, we do need to be clear that the selection of the vendors that will be used to complete your project is yours alone, and that you will enter into contracts directly with each individual vendor, and are solely responsible for all costs and fees arising under those contracts. Meade Design Group is also not responsible, either directly or indirectly, for any of the work or other services provided, or any damage or other loss caused, by any of the vendors that you have hired.

Q: HOW SHOULD I SEND YOU MY PHOTOS AND TEXT,
OR ANY OTHER INFORMATION THAT YOU MAY NEED?

A: We only work with content that has been provided to us in a digital format that can be copied into our documents and designs for your event. This ensures that everyone's name is spelled correctly when the invitations go out. We are not responsible for any type-os or plagiarism within the text so please be sure to proofread everything carefully before any print or development is done.

Q: WHAT IF I WOULD LIKE SOMETHING I DO NOT SEE LISTED HERE?

A: Just contact us! We work on an hourly basis and can tailored a service to your specific needs.

Q: WHAT ARE YOUR RATES FOR THESE SERVICES?

A: Our current fee is \$ 110.00 per hour for any time spent on concept development, sourcing, or in meetings with the client. This fee is also applicable if you require Meade Design Group to attend the event to ensure things are going smoothly, per representative in attendance.

If we are taking on the entire project and managing all of the vendors, printing, bookings etc. we also charge a 20% supervision and coordination fee. This 20% fee would be equal to 20% of all of the costs associated with the event and would cover any time spent coordinating and supervising elements of the event.

If you are planning on doing much of the leg-work yourself, and do not wish to pay the 20% fee, you may certainly do so, but if you or your vendors need to contact us or require our supervision, we do need to charge you on an hourly basis for any time that may take.

Q: HOW WILL I BE INVOICED?

A: Invoices are created bi-weekly. If there is time logged in our time-tracking system for that time-period, you will be invoiced. The 20% fee is invoiced at project completion once final numbers are in.

Invoices can be sent via Canada Post or, in PDF format via e-mail. Our default method is via Canada Post, if you would like to be sent invoices via e-mail to conserve paper, please contact the studio.

All payments are due in ten days after the client has received an invoice. If any invoice has not been paid in full by the client within 10 days of receipt, interest will be charged on the outstanding balance at a rate of 24% per annum from the date of the account until paid.

Q: HOW CAN I PAY MY BILL?

A: We offer several quick and easy ways methods of payment including:

- Debit at the studio
- Cheques made out to Meade Design Group
- Credit card (Visa or Mastercard only).

*You may feel free to pay with credit card over the phone, but we ask that you never send credit card information over e-mail to protect yourself and avoid identity theft.

** In the case of a materials purchase, special order or reimbursement, where the payment is not going directly to Meade Design Group and no profit is being made (payments are being passed on to a third party), we only accept debit or cheque to avoid delays or complications with your order.

Q: CAN I SEE AN EVENT PROPOSAL BEFORE SIGNING A CONTRACT?

A: Unfortunately no. A lot of work goes into an event proposal requiring several steps that cannot be done overnight. We also like to work in phases that are approved by you along the way to be sure that you feel like the event is representing you the way you had envisioned. This helps ensure that there is no time or money spent on concepts that aren't what you had in mind.

Q: GREAT! I KNOW EXACTLY WHAT I WANT. HOW DO I GET STARTED?

A: If you are interested in hiring us, please contact us today for a free half hour meeting at our downtown Victoria studio to talk about your project and what will be the right fit for you.

*These rates listed in this document are reviewed annually and are subject to change. Clients will be notified in advance prior to any rate changes. Rates will not change mid-contract.

**Prices outlined are for work outlined by Meade Design Group only and does not include any fees that may be required for project completion such as printing, hosting fees, Google fees etc.

***The drawings, designs and documents prepared by the Service Provider remain the property of the Service Provider and cannot be used by the Client for any purpose other than the completion of the Project by the Service Provider.