



**MEMORABLE
EVENTS THAT
GIVE BACK.**

KRIS EVENTS is an event planning firm with a purpose. Plan an event with us and we'll pay it forward by giving 10% back to the charity of your choice.

OFFICE ADDRESS

7400 Sherbrooke West
Montreal, Quebec, H4B 1R8

CONTACT US

(514) 834-6162
kriseventsmtl@gmail.com

SOCIAL MEDIA

Instagram: @krisevents



**KRIS
EVENTS
-
EVENT
PLANNER**

SERVICES

ABOUT US

KRIS EVENTS is an event management company specializing in Weddings, Corporate, Social and other Special Events. We teamed up with a talented group of vendors to offer you the best pricing and the best service.



WEDDINGS



CORPORATE



SOCIAL AND SPECIAL

WEDDINGS

We believe that planning a fabulous wedding should be fun, easy and, most importantly, memorable. We provide each and every client with a customized wedding package.

CORPORATE

We bring the same high level of enthusiasm, technical expertise and creative flair to every corporate event we design and co-ordinate.

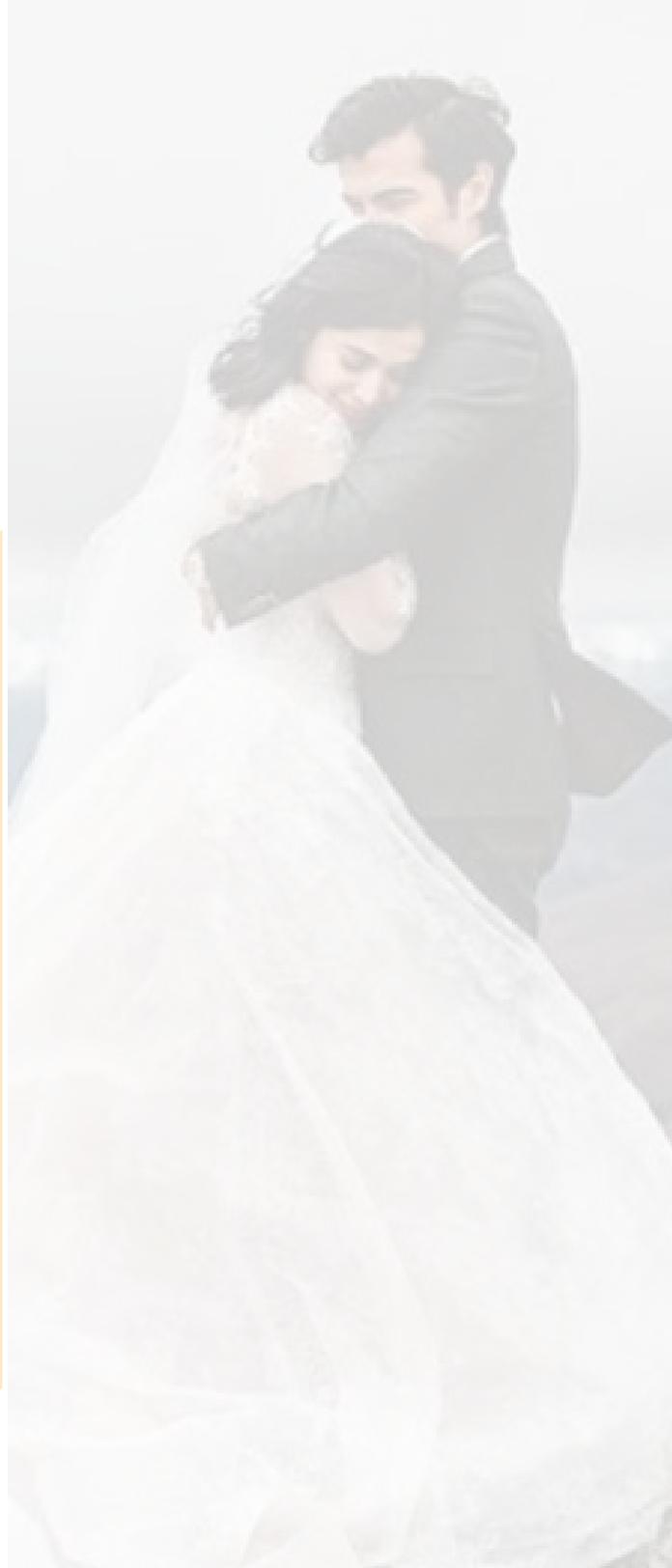
SOCIAL & SPECIAL

Whether you are celebrating your anniversary, a birthday, baby shower or bridal shower, let us handle all the little details so that you can simply enjoy the celebration with your guests.

WEDDINGS

FULL WEDDING COORDINATION

Between your job, your social life and your family, how will you ever have time to plan a unique wedding? Our full coordination service will help you balance your life and your wedding planning.



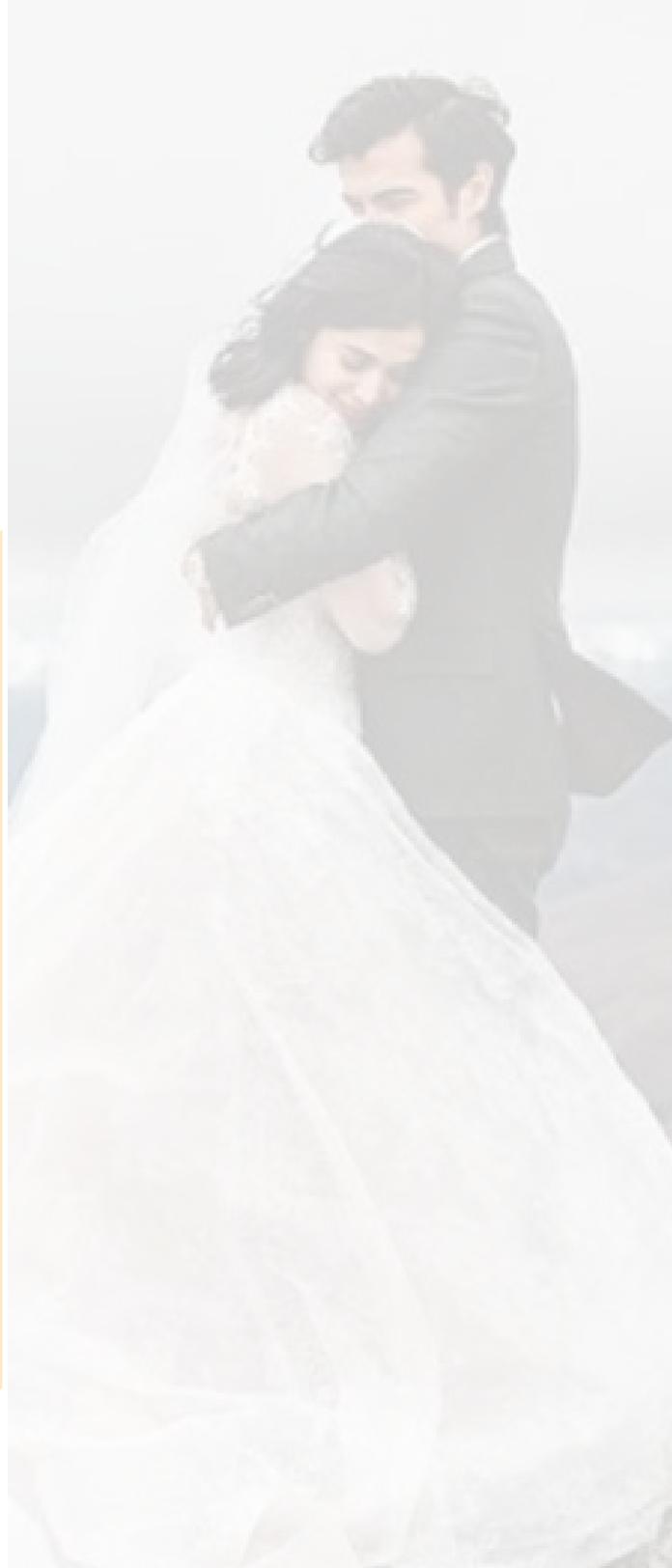
WHAT WE DO (BUT NOT LIMITED TO):

- Regular scheduled planning meetings (remote or in-person)
- Providing unlimited support via phone and email
- Budget Management
- Vendor Selection (coordination of vendor bookings and attendance at vendor meetings)
- Helping with selection of paper goods such as save-the-dates, invitations, programs and escort cards
- Scouting and researching venue locations and vendors to fit your style and budget
- Coordinating hotel room blocks for out-of-town guests
- Development of theme, style and design
- Contract review and negotiation
- Creation of wedding day itinerary and wedding checklist
- Coordination of wedding rehearsal and dinner
- Wedding Day Coordination (Set-up, vendor coordination and timeline management)

WEDDINGS

DAY-OF WEDDING COORDINATION

You've spent a ton of time planning the best wedding ever, but you don't want to 'work' to set up and solve problems on the day of! Our day-of service is the perfect solution.



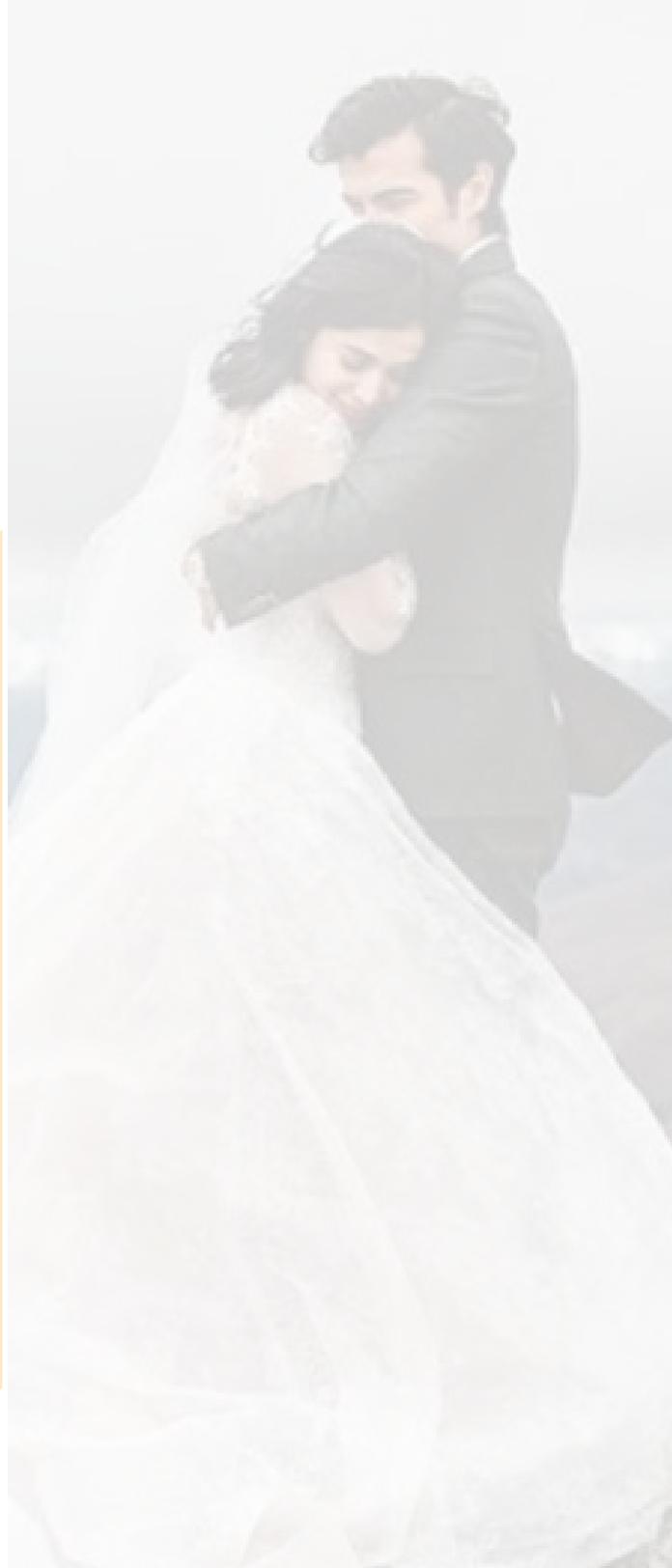
WHAT WE DO (BUT NOT LIMITED TO):

- Carry out a complete and thorough consultation and handover
- Provide ongoing consultation and advice on wedding etiquette, and last minute planning details
- Be the point of contact with your wedding venue and wedding suppliers keeping them informed of all arrangements on the day
- Ensure you are kept up to date with a wedding report detailing suppliers' responsibilities and wedding planning checklist
- Prepare the timeline, production schedule and itinerary for the event with your family, wedding party and suppliers
- Be there to co-ordinate all suppliers and ensure all wedding timings are on schedule so your celebration runs smoothly

WEDDINGS

PARTIAL WEDDING PLANNING

This service is designed for clients who have begun their wedding planning process and have a clear idea of their wedding design and concept but may have underestimated the planning process and need additional support and direction with parts of the planning process. We can enter the planning process at any time to provide the partial planning service.



WHAT WE DO (BUT NOT LIMITED TO):

- Consultation and planning handover
- Review current wedding arrangements and contracts in place
- Recommend a list of suppliers in line with your requirements and budget
- Co ordinate all your appointments with suppliers
- Assist you with contracts and pricing negotiations
- During the planning process we co ordinate the venue and suppliers
- Ongoing consultation and advice on wedding etiquette, styling and budget
- Throughout the planning process we keep in close contact with our clients, we produce a wedding update report, which details suppliers, wedding checklist, budget and payments overview so each client has easy access to review all their wedding information and current stage of planning
- Creates a comprehensive on the day wedding schedule
- Wedding Day Coordination (Set-up, vendor coordination and timeline management)

CORPORATE

SERVICES WE OFFER:

KRIS Events are the corporate event planners that produce professional corporate functions within time and budget. By outsourcing your corporate events with us, your function is sure to leave a lasting impression on your clients and staff.

Groundbreaking ceremonies
Open Houses
Client appreciation events
New product launch
Press releases & conferences
Meetings
Workshops
Retreats and Team building
Skill-building and training sessions
Award ceremonies
Parties and social events – Christmas parties, Retirement parties
Book signings
Banquets

WHAT WE DO (BUT NOT LIMITED TO):

- Recommendation of venues
- Theme and design development
- Guest list management
- On-site event coordination & management
- Coordination of paper goods with a stationery vendor
- Site visits and event assessment
- Food & Beverage management
- Rental requirements for furniture, linens & other decor items
- Entertainment – A/V & staging requirements
- Transportation & logistics
- Vendor Confirmations & Contract Negotiations
- Event Itinerary Development



SOCIAL AND SPECIAL EVENTS

SERVICES WE OFFER:

From birthdays, engagement parties, private family celebrations to charity galas, KRIS Events you will handle all the event planning details so you can enjoy being the host.

Birthday Parties

Retirement parties

Anniversary parties

Baby Showers

Family reunions

Graduation parties

House warming / Dinner party

Holiday parties- Christmas, New Year's, Halloween

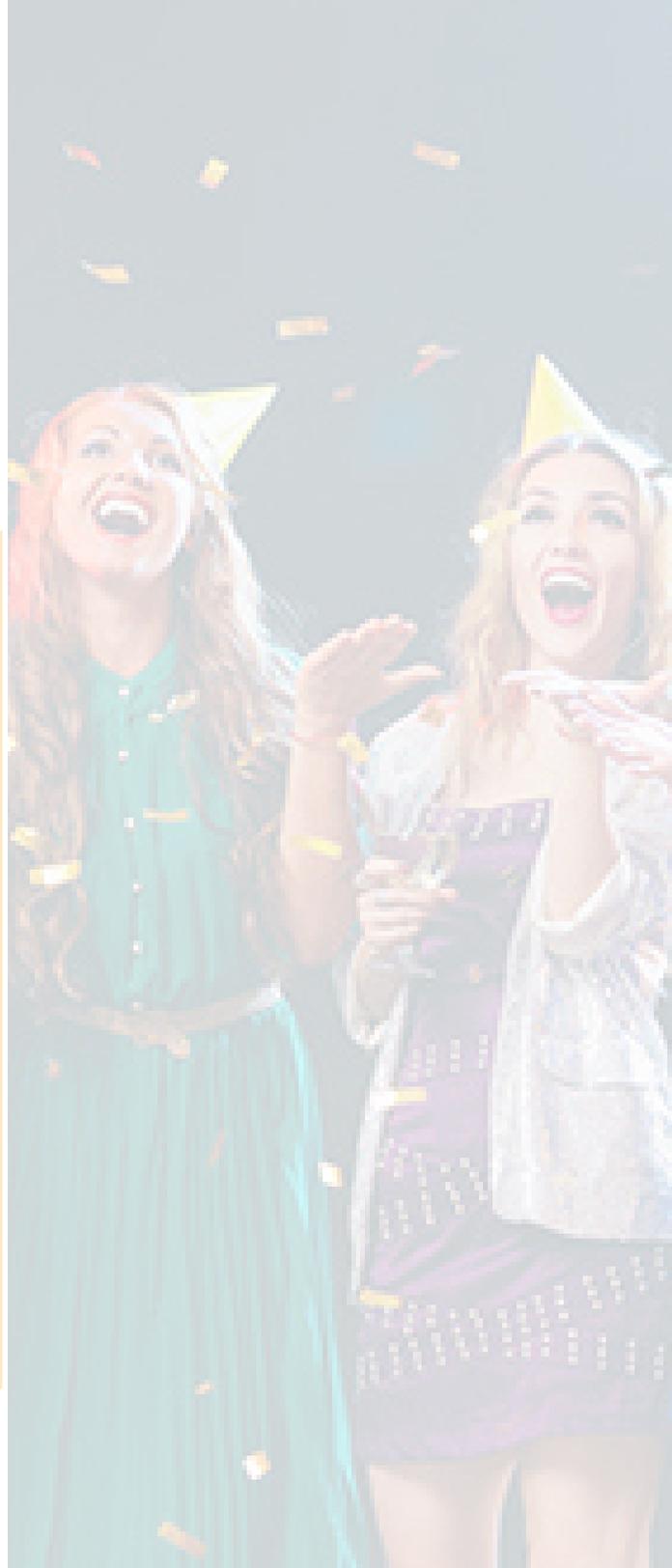
Theme parties

International Celebrations –

Independence Day, Thanksgiving

Game or Activity party – Murder mystery, Spa party

Costume parties – From Retro to Hollywood



WHAT WE DO (BUT NOT LIMITED TO):

- Venue selection
- Theme and design development
- Guest list management
- Décor set-up
- Entertainment
- Catering selection
- Event day coordination

CONTACT US FOR MORE DETAILS!