

la fête

Corporate Events



creating memories



CLIENT TESTIMONIAL

From the first initial meeting with Charlotte, we knew we were going to be in good hands – especially with our company being in another country from where the event was being planned and taking place. [...] Charlotte and Emily are dedicated, hardworking, responsive and trustworthy. [...] One of the best things about Charlotte is her ability to anticipate our needs and the needs of our guests. The event was wonderful and we would trust Charlotte and Emily to plan our events in the future. Thank you again!

NICHOLAS SFERRAZZA, MANAGER, GLOBAL PARTNERSHIPS, ACCOR HOTELS

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INTRODUCTION

Delivering picture-perfect events

At La Fête, we're firm believers that corporate events should be memorable, but most importantly, fun! As well as closely following your brand guidelines and company identity in every detail, we will always put a one-of-a-kind spin on what your guests might be expecting, ensuring the 'wow' factor, from start to finish!

We cover all aspects of organising your event, from planning and designing, to event production and management, ultimately

making sure that every detail is absolutely perfect.

We are delighted to offer you a complimentary consultation at a London location of your choice, after which we are able to create a bespoke proposal. We are also happy to travel outside of London and internationally to meet you, but kindly note that this would incur an extra charge. We can't wait to get started!



AS PART OF OUR COMPLETE SERVICE WE OFFER:

EXPENDITURE PLANNING

- Creation and management of a realistic budget based on the approved proposal
- Keeping the budget on track throughout the planning process
- Reporting back at regular intervals and charting progress
- Negotiating the best possible prices on the highest quality items/services

TIMELINE CREATION AND ORGANISATION

- Outlining all tasks and deadlines
- Dividing responsibilities and supporting you throughout
- Creation of detailed timeline and bespoke event plan
- Preparation of alternative options and provisions for delays/unexpected events

VENUE SOURCING

- Bespoke venue shortlist following initial consultation
- Management of visits, contracts and payments
- Requesting floor plans, electrical information, etc. and compiling a venue dossier for the clients

SUPPLIER SOURCING

- Full sourcing of suppliers including but not limited to photographer, videographer, florist, cake designer, music & entertainment, transport, catering, child care, décor, etc.
- Vetting of each supplier to ensure they will be suitable for you

ADMINISTRATION AND PAYMENTS

- Confirmation and management of all suppliers
- Making timely payments and updating the approved budget accordingly
- Monthly update letters/emails
- Creating detailed guidelines for the event

STYLING AND CREATION

- Bespoke design concept tailored to your desires
- Mood board creation and regular updates if required
- Providing and sourcing colour schemes, table settings, lighting, glassware and furniture
- Emphasis on details and personal touches throughout the décor

EVENT DAY MANAGEMENT

- On site the entire event day or from earliest venue access time
- Main point of contact for suppliers, guests and yourself
- Supervising event setup and breakdown
- Discretion and efficiency, allowing you to enjoy your party

RESPECT OF ETIQUETTE AND TRADITIONS

- Knowledge and adaptability to cultural and religious traditions
- Extensive knowledge of appropriate event etiquette

GENERAL ASSISTANCE

We are happy to assist on anything from music selection and travel arrangements to guest attire and custom-made props

PRE AND POST-EVENT SERVICE

- Organisation of dinners, cocktails and brunches
- Scheduling of visits, spa appointments and cultural activities
- Coordination of gown/tuxedo appointments
- Dry cleaning of your outfits
- Delivery of photographic and video content

Pricing

Bespoke Pricing Packages

La Fête's pricing is fully bespoke and tailored to each one of our clients. In order to create the pricing package that best suits your event, we calculate it based on the three indissociable criteria below:

PLANNING & DESIGN FEE

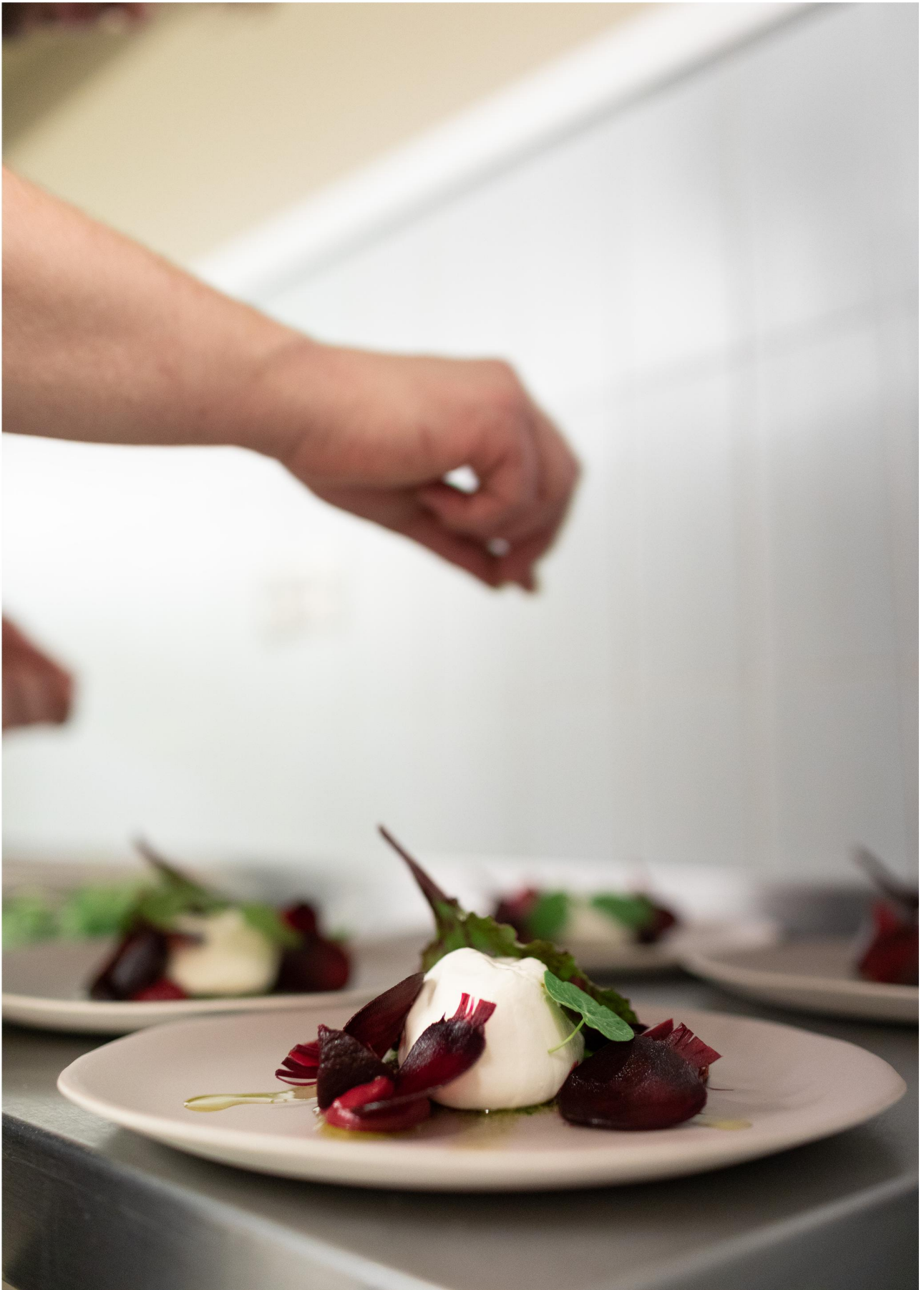
This fee takes into account time, expertise and creativity. It is a flat fee determined by La Fête after the first client consultation and requires to be paid in full at the time of the contract signing.

PRODUCTION FEE

This fee covers the logistics and overall organisation of your event. Contracts where La Fête is involved incur a transparent percentage commission of the total contracted amount. This is to be paid in full no later than 2 weeks prior to your event date.

EVENT MANAGEMENT FEE

This fee includes the management and execution of your event, particularly in the days before and on the day of your event. The sum is calculated by guest number, number of venues and dates (Bank Holiday, etc.) and is due 30 days prior to your event date.





Thank you for your interest in La Fête's Corporate Event service!

Get in touch now to discover how we can make your event an
out of this world celebration.

We can't wait to hear from you!

x Charlotte