

401-437-6090

EasyEntertainingRI.com

EVENT HANDBOOK

A timeline and guide to creating the most memorable day



Easy
Entertaining
PRESERVING LOCAL FLAVOR SINCE 2006

2026-2027

ORDER OF OPERATIONS

Introduction

Your current sample

The portal, what is it?

Tasting steps

Day of Coordination

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See you real soon!





INTRODUCTION

Weddings and large scale events can be overwhelming to plan. We have created this step-by-step guide to utilize the next few months leading up to your event to ensure success.

This is a broader packet of information, designed to give you all of the details to think about and consider. Some of these details may not apply to your specific event so feel free to disregard them.

Our goal is to make this an enjoyable planning process for you.

Please read through the next few pages and take what you find useful and leave the rest.

Let's party!
Team EE

CURRENT SAMPLE MENU



On the next page, you will find your current menu sample.

This may be your dream menu, or we may have just put a sample together for you, allowing you to tailor your menu after our tasting.

Check it out and take some notes on anything you would like to change or update below.

Room for your notes on your tasting below:



THE PORTAL

Easy Entertaining uses a client portal for all correspondences surrounding your event. It will track all our emails, photos and spreadsheets, keeping us on task.

How do I use the portal?

The best way to use the portal is to simply reply to our emails. The portal uses an email relay, so this means, if we email you, it's best to flag an email and reply directly to that. If you take the “email” out of header and respond directly, it will not come to us.

I am having trouble with the portal, what should I do?

Give us a call? We can walk you through it.

TASTING STEPS



01

Welcome to our tasting event. Sit back and relax. Enjoy a bit of some of our greatest hits.

02

Take notes on what you enjoy, and what you would like to add and/or remove from your menu.

03

We will set a call with you tonight. This call will fall within the next 1-2 weeks to finalize your wedding menu selections.

04

Please allow your sales team 1-2 weeks to update your order. It may take longer if rentals are involved.

05

Your post-tasting call is scheduled for _____

DAY OF COORDINATION

Day-of event coordination is included with your large scale event and/or wedding. This does not extend to wedding ceremony and/or rehearsal. We can do it all, but we can't marry you quite yet!

We arrive on site about 2 hours before the start time of your event. We lay linens, set the table and get your tables ready for florists and decor.



WHAT ELSE SHOULD I CONSIDER?

If you are coordinating your own items, anything from the bar, to rentals, tenting and or linens, they will be something you handle, set up and break down. We are happy to set up your table numbers and light candles or place a centerpiece per table. We specialize in rentals, tents, and full event coordination, so leave it to us!



DECOR DETAILS



House Rentals

Chances are your sample quote includes house rentals. That is a white coupe plate, flatware, napkin and a water goblet. We can swap these out for anything you enjoy. Pricing will vary.

Table Linens

Once we generate a floorplan for your venue, we will assign a cost to classic linens. Most linens can be swapped for color linens as well. If you're renting your own linens please expect to lay them and remove them at the end of the evening.

PLATED PLANNING

01

If your event is plated, we will require a spreadsheet from you three weeks in advance. This will have your complete guest list, where they are sitting, what they have ordered, and any allergies. This will feed into your floor plan. Please don't modify the spreadsheet. It has a specific order to it that allows us to upload this to your floorplan.



02

For all plated occasions we highly recommend your escort cards have the meal choice per guest on them.

This will speed up your plating by 20-30 minutes. Without these indicated on the escort cards, or tokens, we expect service to extend anywhere from 20-30 minutes.



FINAL CALL CHECKLIST

A list of details we will request during your final call:

- Final guest count, this cannot be further reduced
- Final menu review
- Any allergies or dietary restrictions of guests
- Final floor plan
- Timeline (any rites of passage)
 - RI has 5 hours of open bar law we are required to follow
 - Your event is based on 5 hours of active service, with two hours for us to set up and one hour to break down. Additional time will incur additional charges
- Bar review (think drinks, garnishes, menus, etc.)
- Vendor meals (required for most)
- Review of rentals and decor
- Venue specific details and or questions
- Review of any guests requiring special assistance
- Floral or design timeline
- Where you will be married (if this is a wedding)
- Final payment (due in full two weeks in advance)

Your final call will be the week of _____ with _____

TIMELINE

Next 2 wks

Post tasting call, update menu fully, work on rentals if needed

Next 4-6 wks

Finalize rental order pending headcount and menu

4-8 mo out

30% progress payment is due, post tasting

4-5 wks out

Begin to finalize your guest list, place folks at tables (if you are plated), finalize escort cards and details if required.

3-4 wks out

Final call with Team Easy Entertaining

3 wks out

Final payment due

Event Day

Relax and let us handle it all! Let's party.

BE IN TOUCH

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