

From: [Alison Chastain](#)
To: [Aurora Ellison](#); [Joshua Binda](#)
Subject: THE 101 | Congratulations!!!
Date: Monday, January 30, 2023 11:03:32 AM

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Congratulations Aurora and Josh!

You have officially secured *THE* coolest venue in Seattle. At least, we think so.

Client Concierge

Now that you have THE 101 for your venue, I'd like to take a few moments and explain to you what's going to happen next. First, let me e-introduce myself. My name is Alison and I'll be your personal Client Concierge. Basically, I'm your main point of contact from now until the end of your event. Just some of the things I'll be helping with:

- Answer just about any question that might come up about THE 101
- Assist in making sure your vendors meet THE 101's requirements
- Attend Walkthrough Wednesdays to assist with any planning questions
- Schedule the Event Manager and Event Day Support for your event on 2/26/2023

When you catch your breath, I would love to schedule a Venue Intro Meeting with you to provide you with some critical planning information, get some event details and talk more about how THE 101 can be the best venue for your celebration. We should plan on meeting within 1 month to ensure no key details are missed. Here is a [link to my calendar](#) so that you can find a time that works for you.

Walkthrough Wednesdays (WtW)

Wednesdays are soon to be your favorite day of the week. We open up THE 101 from 2:00 pm until 8:00 pm every Wednesday there is not an event. This means you can bring anyone you'd like to help plan your event. But please make sure you check our Instagram Stories to ensure we don't have another event that day and have had to cancel WTW!

Client Resources

As you begin your planning, please read through our [Welcome Packet](#), as it has a ton of information ranging from details regarding our in-house rentals, to the additional services we provide such as our photo-booth, and so much more.

Check out our [in-house decor and rental items](#) and avoid delivery fees from an outside vendor! We have some great items that will really enhance your event design!

Selecting Your Vendors

By now you have probably thought about vendors and how they will play a part in your special day. You can use anyone of your choosing or select from our list of [EPIC Vendors](#). The only requirement is that everyone is insured, and you choose a Beverage partner from one of our Epic Vendors. Regardless of whom you choose, there are a few rules they must abide by; please review your contract and the information provided in the Welcome Packet for more information.

Event Planning

Feeling overwhelmed by this email and not sure what to do next or just want a some support through the process so that you can enjoy the experience that much more? Let us help!

With experience of planning and hosting hundreds and hundreds of events nationwide, we take pride in creating an experience that you will treasure. Planning begins with you — your style and your needs. Save time, money, savor the process, and most importantly, enjoy the day of your event. We'll work with you to help your vision come to life, stress-free.

We offer three packages to choose from — Month-of Coordination, Partial Planning & Design, and Full Service Planning & Design, as well as additional a la carte services to best meet your needs. I'd love to walk you through the differences in the packages to help you determine which is the best fit for you.

[828 Event Planning Brochure](#)

Whew! Now, we'll just hang out until we get your calendar invite for our Venue Intro Meeting! Please let me know if you have any questions!

*PS: If you haven't heard about our referral program yet, let me be the first to share! If you think THE 101 might be a good fit for someone you know, we'll give you a **\$150 Visa gift card** when your referral books! The referral is applicable at **any of our venues across the nation**, and for any kind of event – weddings, galas, meetings, mitzvahs, celebrations, etc. Thanks in advance for spreading the word!*

Thanks!

Alison

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