

Saric Events & Decor is a premier event planning and decoration company dedicated to transforming your special occasions into unforgettable experiences.

# COMPANY PROFILE

At Saric Events & Decor, we believe that every event tells a unique story.

Founded with the vision of creating unforgettable experiences, our company is driven by a team of passionate and dedicated professionals who excel in the art of event planning and decoration.

With years of experience in the industry, we have honed our skills and expanded our services to cater to a diverse clientele.



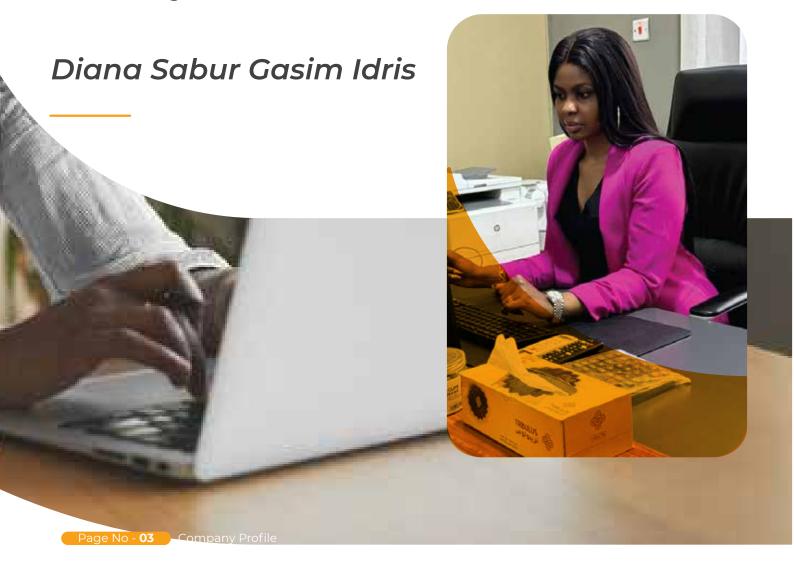
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### CEO STATEMENT

As the CEO of Saric, our mission is to create unforgettable experiences by transforming visions into meticulously planned and flawlessly executed events. From intimate gatherings to grand celebrations, our dedicated team brings each story to life with creativity and precision. We pride ourselves on innovation, excellence, and client satisfaction, constantly evolving to stay ahead in the event industry. I am proud of our achievements and excited for the future, committed to making every moment magical and memorable for our clients.



### COMPANY **HISTORY**

#### 2024

Expanded services to include virtual event management and sustainable decor. Managed high-profile corporate and luxury wedding events. Received industry accolades for service and creativity.

#### 2022

Adapted to post-pandemic needs with advanced technology for hybrid events. Grew client base to major corporates and high-net-worth individuals. Organized prominent events like the Nairobi Tech Expo.

#### 2020

Innovated service delivery to handle pandemic challenges. Introduced new decor themes and expanded inventory. Secured repeat business and maintained strong client relationships.

Over the years, we have made it possible for our clients to trust us with their events 100%.



### **MISSION** & VISION



handle We every aspect, from concept to completion, so you can relax and enjoy the moment.

### **Vision Statement**

events into extraordinary experiences.

We aim to set new standards in the exceeding our clients' expectations with every project we undertake.

### **Mission Statement**

Our mission is to create extraordinary events that capture the essence of our clients' vision and bring it to life with elegance and style. We strive to provide event a unique and memorable experience.

### Saric Events & Decor **TEAM**



Saric Events & Decor comprises of a young dedicated team that pursues relentless professionalism in every event that we undertake.

Diana Sabur Gasim Idris Founder & C.E.O

#### Martha Nyanjam Mapuor

Finance & Operations Manager

Angeth Kur Bona

**Events Manager** 

# OUR WAY OF OPERATION

Saric Events & Decor Company has a "modus operandi" that we follow with passion.



#### **Client Consultation**



#### **Customized Planning**

- o Initial meetings to understand the client's vision, preferences, and requirements. This includes in-depth discussions about the event's purpose, desired atmosphere, and specific needs.
- o Establishing clear communication channels to ensure clients are involved and informed throughout the planning process.

- Developing a tailored plan for each event, including detailed timelines, budget management, and task lists.
- Utilizing project management tools to track progress, manage tasks, and coordinate with vendors.



#### **Collaborative Design**

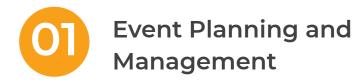


**Vendor Coordination** 

- o Working closely with clients to conceptualize and design unique themes and decor.
- Creating visual representations such as mood boards, sketches, and digital renderings to ensure alignment with the client's vision

- Sourcing and liaising with trusted vendors including caterers, photographers, videographers, entertainers, florists, and rental companies.
- Negotiating contracts, coordinating schedules, and managing communications to ensure seamless collaboration.

### SERVICES OFFERED





#### Consultation

Initial meetings to understand the client's vision, preferences, and requirements. This includes in-depth discussions about the event's purpose, desired atmosphere, and specific needs.

#### **Vendor Coordination**

Sourcing and liaising with trusted vendors including caterers, photographers, videographers, entertainers, florists, and rental companies. We negotiate contracts, coordinate schedules, and manage communications.

#### **Budget management**

Creating and managing budgets to ensure cost-effective planning without compromising on quality. We provide detailed budget breakdowns and regular updates to keep clients informed.

#### **Logistics**

Handling all logistics, including venue selection, transportation, accommodation, and itinerary planning. We ensure timely arrivals, smooth transitions, and seamless flow of the event.

#### **Day-of Coordination**

On-site management to ensure smooth execution and troubleshooting any issues that may arise. Our team handles all aspects, from guest coordination to vendor management, ensuring everything runs according to plan.



#### **Theme Conceptualization**

Developing unique themes and concepts tailored to the client's preferences. We provide mood boards, sketches, and digital renderings to visualize the event.

#### **Custom Decorations**

Creating bespoke decorations that reflect the event's theme and the client's personality. This includes custom signage, monograms, and unique decor pieces.

#### **Decor Planning**

Designing and planning decor elements including floral arrangements, lighting, furniture, table settings, backdrops, centerpieces, and stage designs.

#### **Setup and Teardown**

Complete setup and teardown services to ensure a hassle-free experience for the client. Our team handles all installation and removal of decor elements efficiently and professionally.



#### **Conferences and Seminars**

Organizing professional conferences, seminars, and workshops with state-of-the-art AV equipment, stage setups, seating arrangements, and branding materials.

#### **Corporate Retreats**

Planning team-building activities, retreats, and corporate getaways to enhance team cohesion. We arrange venues, activities, transportation, and accommodation.

#### **Product Launches**

Coordinating impactful product launches to maximize brand visibility and engagement. This includes press invitations, stage design, product displays, and promotional materials.

#### **Award Ceremonies**

Managing elegant award ceremonies to recognize and celebrate achievements. This includes stage design, award presentations, entertainment, and guest management.





#### Weddings

Comprehensive wedding planning services including venue selection, decor, catering, entertainment, photography, videography, invitations, and guest management.

#### **Anniversaries**

Planning intimate and grand anniversary parties to celebrate milestones. We design romantic setups, coordinate entertainment, and manage guest lists.

#### **Birthday Parties**

Creating memorable birthday celebrations for all ages with personalized themes, entertainment, games, and activities. We handle invitations, decor, and catering.

#### **Private Parties**

Organizing exclusive private parties and gatherings with customized themes and decor. We handle everything from invitations to cleanup.



#### **Destination Events**

Planning and managing destination weddings and events, including travel arrangements, local vendor coordination, and legal requirements.

#### **Luxury Event Planning**

Curating high-end, luxurious events with top-notch services, exclusive venues, gourmet catering, premium entertainment, and bespoke decor.

#### **Eco-Friendly Events**

Providing sustainable event planning options, utilizing eco-friendly materials, waste reduction strategies, and green vendors.

#### **Event Marketing**

Creating and implementing marketing strategies to promote events, including social media campaigns, email marketing, press releases, and promotional materials.





Booking and managing entertainment such as live bands, DJs, performers, speakers, and special acts.

**Entertainment Coordination** 

### Photography and Videography

Arranging professional photographers and videographers to capture every moment of the event. We offer packages for photo albums, highlight reels, and full event coverage.

#### **Guest Management**

Handling RSVPs, seating arrangements, guest communications, and on-site guest services. We ensure a seamless and enjoyable experience for all

Company Profile

## Additional Services

#### **Event Rentals**

Providing a wide range of rental items including tents, tables, chairs, linens, dinnerware, and specialty decoritems.

#### **Catering Services**

Partnering with top caterers to offer diverse menu options, including gourmet, vegan, and dietary-specific choices. We manage tastings, menu selection, and service staff.

### **Invitation and Stationery Design**

Designing and printing custom invitations, save-the-dates, programs, menus, and other stationery. We offer digital and traditional printing options.



### CLIENT **TESTIMONIALS**



"Saric Events & Decor turned our dream wedding into a reality. Every detail was perfect, and we couldn't have asked for a more beautiful day."

#### **Eve and Eric**



"The corporate retreat organized by Saric Events & Decor was a huge success. The team-building activities were fantastic, and everything was perfectly planned."

#### **Dualpix communications**



"Our product launch was a hit thanks to Saric Events & Decor. The attention to detail and creative setup impressed all our guests."

#### **Cepter Limited**





### WHY CHOOSE **SARIC EVENTS & DECOR**



Our comprehensive planning and coordination services ensure that each event runs smoothly from start to finish.

#### **Personalized Service**

We prioritize understanding our clients' needs and preferences to deliver personalized and bespoke event solutions.

#### **Attention to Detail**

We focus on every detail, ensuring nothing is overlooked and every element contributes to the overall success of the event.

#### Seamless Execution

Our comprehensive planning and coordination services ensure that each event runs smoothly from start to finish.

#### **Experienced Team**

Our team comprises seasoned professionals with extensive experience in the event planning and decoration industry.

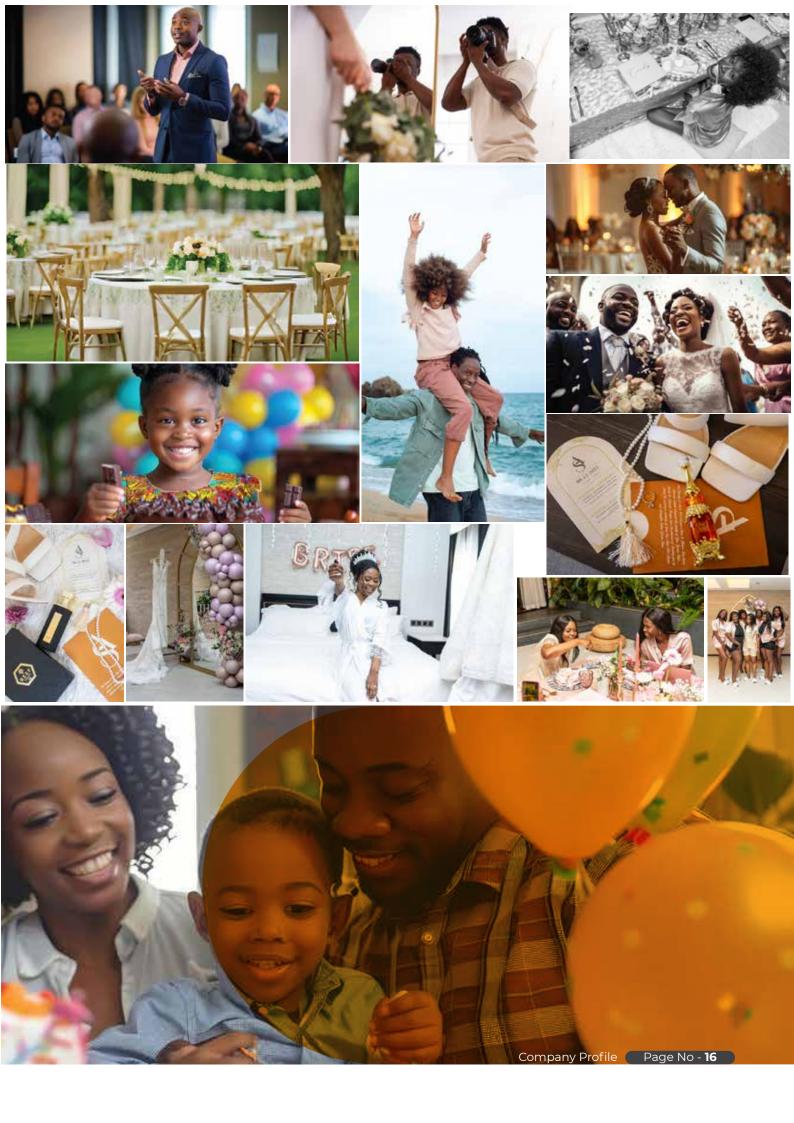
#### **Innovative Designs**

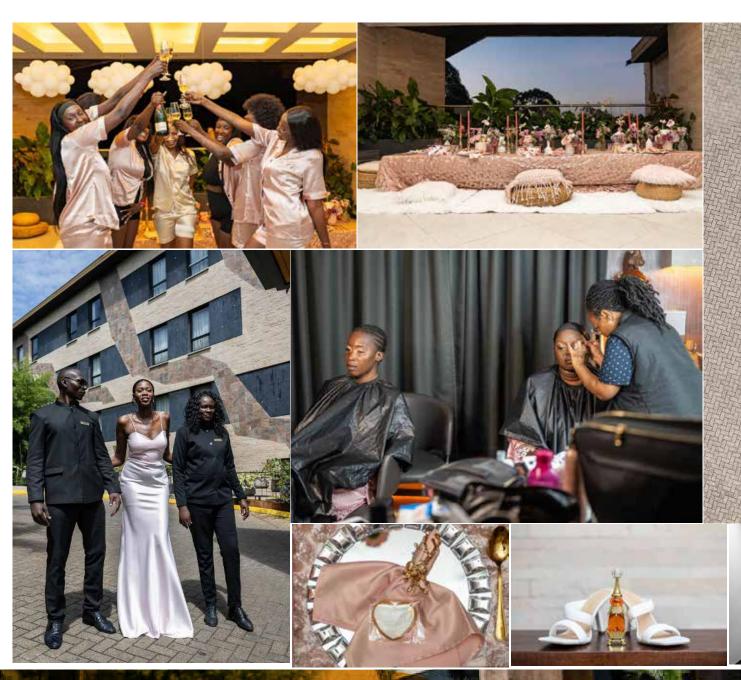
We pride ourselves on our creativity and ability to bring fresh, innovative ideas to every event we plan and decorate.

#### **Sustainable Practices**

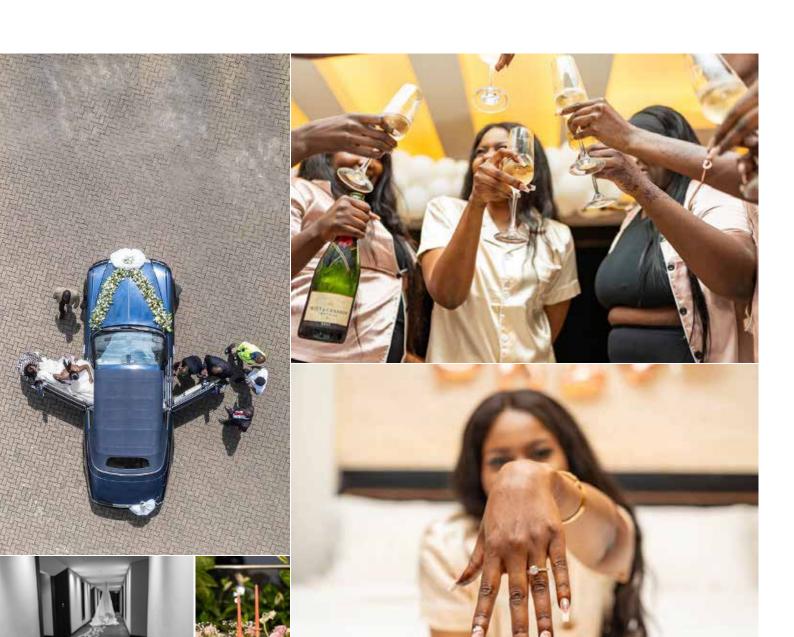
We are committed to eco-friendly event planning, offering sustainable solutions and reducing the environmental impact of our events.















Saric Events and Decor is committed to making your successful and events memory lasting. Try us today and feel the impact of event management

### Contact Us Amember of. SARIC





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