

ACT Creative Staff Event Packages

Event Coordination:

Having an Event Coordinator is invaluable on the day of your event. Details, timelines, vendor deliveries, and last-minute touches fall under the careful care of a designated ACT staff member to help pull off your event without a hitch. Even the most DIY savvy event professionals hire a Day-of-Coordinator for their own weddings and special events. Let ACT's experienced staff take care of the nitty-gritty details with our Event Coordinator packages. Your Coordinator will work alongside regular ACT Staff Event Managers and Greeters. Our Coordinators have the added experience within our building and have knowledge that outside event planners cannot offer in terms of best guest accessibility options, floorplans, and downtown activities. Inquire for additional details.

	Day of on-site coordination	Handles vendor wrangling	Rental delivery fee waived	Total site visits included	Creates timeline and distributes to vendors and volunteers	Includes two dressing rooms	Rental Coordination	Vendor Coordination	Décor Design	90 day meeting to confirm timeline and details	Event emergency kit	Keep gifts and personal décor items on-site for pick up the next day
SILVER PACKAGE \$900	X	X	X	4	X	X						
GOLD PACKAGE \$1,800	X	X	X	5	X	X	X	X	X	X	X	X



Photo Credit: Brian Fleming

Creative Lighting Design:

Unique event lighting can take an event from average to extraordinary with the flick of a switch. When your event calls for something special, ACT can provide creative lighting design services to make your dreams a reality.

- Lighting design is available in The Bullitt Cabaret, The Falls Theatre, The Eulalie Scandiuzzi Space, and The Allen Theatre for \$60/hour.

To rent this facility or to schedule a walk-through, please contact
 Ana Rusness, Events and Venue Manager | 206.292.7660 x1334 | events@acttheatre.org

