

CULTIVATED TIMELINE

EVENT _____ EVENT DATE _____ LOAD IN DATE _____

_____ **:2.5 months out**

-Deadline for Bulk of Order Submission from the client

_____ **:8 weeks out**

-Cultivated submits original event orders (2-week work time)
-The Catering Agreement must be fully signed by this date

_____ **:7 weeks out**

-The client has 1 week to review BEOs and revision/edit requests are due at this date

_____ **:6 weeks out**

-Cultivated has 1 week of work time to update the requested changes and Revision 1 BEOs are due at this date
-75% or more (as agreed by the client) of the total balance is scheduled for payment at this time as an event deposit (the client has 2 weeks to process the payment ensuring Cultivated receives it by the due date)

_____ **:5 weeks out**

-The client has 1 week to review BEOs and revision/edit requests are due at this date

_____ **:4 weeks out**

-Cultivated has 1 week of work time to update the requested changes and Revision 2 BEOs are due at this date
-The 75% deposit must be received by Cultivated by this date
-The remaining 25% or outstanding balance is scheduled for payment (the client has 2 weeks to process the payment ensuring Cultivated receives it by the due date)

_____ **:3 weeks out**

-The client has 1 week to review the latest version of BEOs
-Sit down BEO meeting between Cultivated and the client to go over all BEOs, line by line to ensure accuracy and address any questions, if any
-This is the last chance to request changes without incurring a 10% late-fee
Guarantee counts are due at this date

_____ **:2 weeks out**

-Cultivated has 1 week of work time to update the requested changes and final BEOs are due at this date
-Any changes & add-ons past this date are subject to a 10% late fee
-The remaining 25% or outstanding balance is due

*Please note that service will not be rendered until the event is paid in full prior to the service.