

CORPORATE SERVICES

Planning an event should be an exciting and fun experience, but it can become very stressful, time consuming and it can be challenging to juggle everyday responsibilities with this added one – and that is where we come in! Having an event planner that is reliable and that can be depended on to bring your event vision to life is invaluable! We can guide you through the planning of your event and execute exactly what you want without you having to spend the time or energy in the process! Whether you are planning a company golf outing to enhance corporate relationships, holiday party to better employee relations, a grand gala to demonstrate employee and client appreciation, or a professional development weekend for new employees, we can help facilitate all of your company functions!

We offer a complimentary consultation to all potential clients to meet and discuss your event planning needs, and to discuss your stage of planning. Then together we will decide what specific event planning needs you have and move forward with achieving the goal of an event that exceeds your expectations.

STANDARD SERVICES (Included in ALL packages)

- Receiving deliveries and greeting vendors
- Overseeing proper set-up and design of event location(s)
- Greeting your guests and directing them to event location
- Making sure all musicians have their correct music for the event and that they are cued properly
- Making sure all finishing touches are complete, candles are lit and music is cued before guests enter
- Answer guests' questions and concerns throughout the event
- Seeing that special people (Host, guest of honor, VIP's) are given special care and their every need is met
- Supervising and communicating with the catering staff and chef to make sure they are updated on the event timeline and any dietary needs that need to be met for any guests
- Making certain that everyone involved in toasts or special events during the event are cued and ready
- Keeping things on schedule and often without a coordinator some special touches and/or important aspects are forgotten or skipped because time runs out or things just get crazy!
- Collecting items which need to be returned to you like photographs, guest sign-in book, extra favors, company materials etc.

LEVELS

LEVEL FOUR

- Complimentary Consultation
- Phone and/or email correspondence
- One scheduled meeting with a coordinator(s)
- At least one coordinator present for a total of six hours on the day of the event
- Your Choice of two A la Carte Services (max. eight hours)

LEVEL THREE

- Complimentary Consultation
- Phone and/or email correspondence
- Three scheduled meetings with a coordinator(s)
- At least one coordinator present for a total of eight hours on the day of event
- Your choice of three A la Carte service (max. twelve hours)

LEVEL TWO

- Complimentary Consultation
- Phone and/or email correspondence
- Five scheduled meetings with a coordinator(s)
- At least one coordinator present for a total of ten hours on day of event
- Vendor search, selection, and correspondence*
- Detailed Timeline (sent to all necessary vendors)
- Arrange all vendor appointments
- Final vendor confirmations and direction
- Review of site and vendor contracts
- Assistance with menu selections
- Event location search, selection, and correspondence
- Budget management and/or supervision
- Setup & Breakdown of Event
- Menu design and selection
- Design meetings
- Design and Layout Planning
- Guest accommodations**
- Invitations**
- Decorations**
- Favors: selection and preparation**

**Does not include the purchase of these items, but strictly the coordinating services.

LEVEL ONE

- Complimentary Consultation
- Phone and/or email correspondence
- Seven scheduled meetings with a coordinator(s)
- At least one coordinator present for a total day of event (unlimited)
- Vendor search, selection, and correspondence*
- Detailed Timeline (sent to all necessary vendors)
- Arrange all vendor appointments
- Final vendor confirmations and direction
- Review of site and vendor contracts
- Assistance with menu selections
- Event location search, selection, and correspondence
- Budget management and/or supervision
- Setup & Breakdown of Event
- Menu design and selection
- Design meetings
- Design and Layout Planning
- Travel Logistics
- Key-note and additional speaker(s) search, selection and coordination
- Audio/Visual and lighting needs
- Award and gift suggestions and selections
- Valet and/or parking logistics
- Guest accommodations**
- Save-the-Date announcements, invitations and additional promotional materials**
- RSVP Tracking
- Decorations**
- Favors: selection and preparation**

**Does not include the purchase of these items, but strictly the coordinating services.

A LA CARTE SERVICES Add on to your chosen package or create a package of your own.

- Budget management and/or supervision
- Assisting with color scheme, theme and style of event
- Vendor search, selection, and correspondence*
- Detailed Timeline (sent to all necessary vendors)
- Arrange all vendor appointments
- Final vendor confirmations and direction
- Review of site and vendor contracts
- Assistance with menu selections
- Design & Layout Planning
- Assisting with seating arrangement and place cards
- Decorations**
- Search, selection and reservations for guest accommodations**
- Invitations
- "Save the date" cards**
- Selection and mailing**
- RSVP tracking
- Favors: selection and preparation**
- Coordinating the collection of donations, fundraising materials etc.
- Sending out thank you cards**
- Research and plan activities and special events for out of town guests, honorees, VIP's etc.
- Special Touches
- Hotel welcome bags/baskets**
- Gift or award search and selection**

**Does not include the purchase of these items, but strictly the coordinating services.

Please note: Two coordinators are required for events of 50 guests or more.



Contact us to create
a customized package
to specifically fit your
event planning needs.