

SOCIAL 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 task... and that is where we come in! We plan social events of all kinds including: bridal and baby showers, birthday and anniversary celebrations, holiday parties, sweet sixteen celebrations and beyond! 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!

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 etc.) are given special care and that 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
- Guiding you kindly through your event day, keeping things on schedule and often without a coordinator some special touches 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 etc.

PACKAGES

JUST THE BASICS

This is "Basically", a package for coordinating the day of your event. However, using our A la Carte options, the possibilities are endless.

- Complimentary Consultation
- Phone and/or email correspondence
- One scheduled meeting with a coordinator(s)
- One meeting at event site/venue
- At least one coordinator present for a total of four hours on the day of the event
- Your Choice of one A la Carte Service (up to two hours)

MAKE MY DAY ... MY WAY

This package is designed with the host in mind. The purpose of this package is to provide you with the necessary coordinating services that YOU need, while giving you the freedom to choose additional services from our A la Carte menu.

- Complimentary Consultation
- Phone and/or email correspondence
- Three scheduled meetings with a coordinator(s)
- Event location search and selection
- Vendor Search and Referrals
- One meeting at event site/venue
- At least one coordinator present for a total of six hours on the day of event
- Your choice of one A la Carte service (up to four hours)

THE WHOLE SHEBANG

This package includes all the bells and whistles. It covers all aspects of your event, providing a stress-free celebration.

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

**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.

- Vendor search, selection, and correspondence
- Event location search, selection, and correspondence
- Budget management and/or supervision
- Design meetings
- Guest accommodations**
- Invitations**
- Decorations**
- Favors**
- Setup & Breakdown of Event
- Event Layout Design and Planning
- Overall Theme/Color Scheme Planning
- Specialty Linen Design and Planning

**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.