



CORPORATE, SOCIAL, & NON-PROFIT

PACKAGE OPTIONS:

Package #1: The “JUST WHAT I NEEDED” Package

- Complimentary Consultation by phone, Facetime, or in person
- One meeting 6-8 weeks out from your event to discuss event details (preferably including a visit on-site to your event venue)
- Available by phone and/or email throughout coordinating process
- Creation & distribution of a detailed timeline for your event day
- Contact vendors to confirm event services
- Collection of décor items from event contact on event week for event set-up
- Coordinate final vendor payments for event day (if needed)
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and management of all vendors including all décor set-up and break-down for entire event day.
- Day-of volunteer management or auction (live or silent) management at event. This does not include prior planning and organization of auction items; only day-of management of prior plans
- Décor items from event will be cleaned and packed up on-site following the event.
- Essential day of emergency kit for event day needs of guests (Band-Aids, safety pins, bug spray, etc.)

Package #2: The “PEFECT FIT” Package (Our Most Popular Package)

- Complimentary Consultation by phone, Facetime, or in person
- Three meetings (in person or by conference call) to plan design and details of your event (Including at least one visit on-site to your event venue)

- Available by phone and/or email throughout entire coordinating process
- Rental management and communication/oversight of linens sizing, tables/chairs, tenting, etc.
- Design/planning of the layout of your event space
- Management, Contracting, and all Communication for **TWO** additional vendors of your choice from the following: Catering, Musicians, Florals, Photographer, Videographer, Transportation, Accommodations.
- Organization of all vendor contracts before event and contacting all event vendors to coordinate for your timeline
- Creation & distribution of a detailed timeline for your event day
- Contact vendors to confirm event services
- Collection of décor items the week of the event from event contact for event set-up
- Coordinate final vendor payments/tips at event (if needed)
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- Day-of volunteer management or auction (live or silent) management at event. This does not include prior planning and organization of auction items; only day-of management of prior plans
- Décor items from event will be cleaned and packed up on-site following the event.
- Essential day of emergency kit for event day needs of guests (Band-Aids, safety pins, bug spray, etc.)

Package #3: The “WHOLE SHEBANG!” Package

- Complimentary Consultation by phone, Facetime, or in person
- Up to five (as needed) meetings (in person or by conference call) to plan design and details of your event (Including two visits on-site to your venue)
- Available by phone and/or email throughout entire coordinating process
- Assistance with locating and contracting event venue if needed
- Rental management and communication/oversight of linens sizing, tables/chairs, tenting, etc.
- Design/planning of the layout for your event space and décor design scheme planning for the event
- Budget management for your event
- RSVP Tracking assistance for your event guests
- Management, Contracting, and all Communication for **ALL** additional vendors of your choice for your event including: Catering, Musicians, Florals, Photographer, Videographer, Transportation, and Hotel Accommodations.
- Organization of all vendor contracts before event and contacting all event vendors to coordinate for your timeline
- Running and organizing any event needs for your event such as a live item auction, silent auction, volunteer stations/sales at the event, and volunteer sign-up management. This includes help with storing, organizing, and preparing these items for the event day auction.
- Creation & distribution of a detailed timeline for your event
- Contact vendors to confirm event services
- Collection of décor items the week of the event from event contact for event set-up

- Coordinate final vendor payments/tips at event (if needed)
- Event day-of management (lead coordinator & asst coordinator) of the timeline details and all vendors including all décor set-up and break-down for entire event day
- Décor items from event will be cleaned and packed up on-site following the event.
- Essential day of emergency kit for event day needs of guests (Band-Aids, safety pins, bug spray, etc.)

STANDARD SERVICES (Included in ALL packages)

- Receiving rental/décor deliveries and greeting vendors
- Overseeing proper set-up of event location
- Greeting and directing your guests to the event area
- Making sure all musicians are cued properly throughout event
- Assisting the photographer with gathering all the necessary photos
- Making sure all finishing touches are complete, candles are lit and music is cued before guests enter event location
- Answer guests' questions and concerns throughout the event
- Always letting the event contact know what is next so that they are never caught off guard
- Supervising and communicating with the catering staff and chef to make sure they are updated on the days' timeline and any dietary needs that need to be met for any guests
- Making certain that anyone speaking during the event is cued and ready at the proper times
- Preparing a timeline and keeping things on schedule during the event
- Managing clean-up and tying up any loose ends on your night once all have departed