



Glorious
SPARK

MILESTONE COORDINATION PACKAGE

Celebrate your milestones in style—without the stress. Whether it's a birthday, quinceañera, anniversary, or other life-defining event, Glorious Moments provides expert coordination, timeline management, and on-site support so you can focus on enjoying the moment with your loved ones.

What's Included

Initial Consultation & Vision Meeting

- We sit down (virtually or in person) to explore your style, goals, and priorities.
- Discuss your guest experience, event vibe, decor preferences, and must-have moments.

Vendor Communication & Coordination

- Serve as your primary liaison with all vendors, including catering, rentals, entertainers, photographers, and florists.
- Handle scheduling, reminders, and special requests to ensure everyone is aligned with your vision.

Customized Event Timeline

- Build a detailed timeline covering setup, arrivals, speeches, entertainment, and transitions.
- Timeline includes contingency for surprises or delays.

Floor Plan Guidance & Layout

- Assist in planning table arrangements, seating flow, lounge areas, and activity zones.
- Suggest optimal placement for decor, food stations, and entertainment.

On-Site Event Coordination

- Manage setup, monitor vendor arrivals, and ensure all details are executed according to the plan.
- Oversee event flow, cue speakers or performers, and troubleshoot on the spot.
- Coverage is included for up to 6 hours. Additional hours can be added if needed.

Setup & Breakdown Oversight

- Coordinate placement of tables, decor, and stations before guests arrive.
- Ensure all items are removed and space is restored efficiently after the event.

Guest Flow Management

- Greet guests and guide them to seating or activity areas.
- Ensure transitions between different parts of the event (cocktail hour, main activity, dessert) happen smoothly.

Booking Window

- Book 6 months to 6 weeks prior to your event date.
- Requests outside this window may be considered on a case-by-case basis depending on availability.
- Early booking is strongly recommended to secure preferred dates and allow ample planning time.

PRICING BEGINS AT \$1,500

*Additional staffing and service add-ons may be required based on guest count, venue requirements, event complexity, and service style to ensure a seamless guest experience.

Add-On Celebration Flow Bundle – \$550

Additional Assistant (4 hours)
Additional Event Hour (2 hours)
Dessert / Cake Station Support

Perfect for larger milestone parties or multi-room celebrations where timing and service matter.