

EVENTS BY
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Pricing Guide

All Services Include

VENDOR RECOMMENDATION LIST
TIMELINE CREATION
VENUE WALKTHROUGH
FLOOR PLAN CREATION
REHEARSAL COORDINATION
VENDOR COMMUNICATION
DAY OF MANAGEMENT
ASSISTANT COORDINATOR(S)

MONTH OF COORDINATION, \$2000+

2 Planning Meetings & (2) 30 Min Check-Ins
2 Month Checklist
Vendor Communication beginning 2 Months Out
10 hours of "Day Of" Management
Oversee Set Up & Tear Down



PARTIAL PLANNING & DESIGN, \$3000+

Up to 8 Planning Meetings & Check-Ins
6 Month Planning Checklist
Design Finalization & Guide
Budget Estimator
Vendor Communication beginning 6 Months Out
Full "Day Of" Management
Full Set Up & Tear Down



FULL PLANNING & DESIGN, \$4000+

Up to 12 Planning Meetings & Check-Ins
12 Month Checklist
Full Design Creation & Guide
Budget Estimator
Vendor Communication Beginning 12 Months Out
Attend up to 2 Vendor Consultations per Category
Full "Day Of" Management
Full Set Up & Tear Down

