

MASTER PLANS

EVENTS & DESIGNS

Special Event Services

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Bronze Package - Price: \$2000-\$3000

This plan is for clients who have all their vendors, locations and concepts complete but want someone to piece everything together so that the client can enjoy their day.

PLANNING & PREPARATION

- Guidance begins (6) to eight (8) weeks prior to event date
- Up to 2 in-person planning consultations
 - 1st meeting – review vendor contracts and produce timeline of event day
 - 2nd meeting – final detailed meeting with client and meet at venue if available
- Venue walk thru
- Create detailed event day timeline for vendors and event party
- Recommendations or suggestions via phone or e-mail

VENDOR COORDINATION

- Review vendor contracts and payments
- Coordinate and distribute event day timeline for vendors

EVENT REHEARSAL (if needed)

- Direct event rehearsal
- Distribute timeline to event party
- Provide information on duties

EVENT DAY SERVICES

- Event Day Coordinator (up to 10 hours)
- One (1) Additional Assistant Coordinator
- Setup supervision, overall management of event
- Event Day Emergency Kit
- Assist event party with attire
- Manage the timing of the event with event party, family members and vendors
- Distribute flowers to event party and family (if applicable)
- Setup personal items as per instructions for event
- Final inspections on setup, seating placements/count, table/place cards, décor, etc
- Greet guests and assist with seating arrangements
- Attend to guests needing special assistance
- Manage cocktail hour
- Coordinate event timeline – guest speakers, slide shows, presentations, awards, etc
- Distribute final payment and gratuities to vendors (paid by client)
- Coordinate transport of items into designated car or hotel room

NOTES:

Additional Cost for Assistant Coordinators required for larger events (175+ guests)

Pricing will depend on:

- Number of guests
- Location of event

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Silver Package - Price: \$4000 - \$6500

This package is designed for the client who has time to plan most aspects of their event but needs extensive guidance throughout the process, giving you the confidence that every detail has been covered so you can step back and relax.

Silver Package includes all services in the Bronze Package in addition to:

PLANNING & PREPARATION

- Three (3) Additional Planning Consultations
- Budget and Cost Analysis - Establish Priorities
- Venue Sourcing for the perfect location (up to 4 locations included in package. Beyond the 4 will incur at an additional hourly rate)
- Personalized Checklists and Reminders
- Create Event Floor Plan (as needed)

VENDOR SELECTION & COORDINATION

- Additional Vendor Referrals (within budget parameters, verify availability) and arrange meetings

INVITATIONS AND STATIONERY (if applicable)

- Referrals to Invitation Vendors
- Advise on Invitation Etiquette and Wording
- Assist with Design of Invitations
- Assist with Design, Wording, and Purchase of Ceremony Programs

NOTES:

Additional Cost for Assistant Coordinators required for larger events (175+ guests)

Pricing will depend on:

- Number of guests
- Location of ceremony & reception

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Gold Package - Price: \$7000 +

This package is designed for the client who wants assistance with all details of the event from concept to completion.

Gold Package includes all services in the Silver Package in addition to but not limited to:

PLANNING & PREPARATION

- One (1) Design Consultation to streamline your preferences, priorities, personality, taste and style, and then create a personalized event design and theme interweaved throughout all aspects of the event (from location, invitations, décor, attire, cuisine, etc.).
- Five (5) Additional Planning Consultations
- Venue Sourcing for the perfect location (up to 4 locations included in package. Beyond the 4 will incur at an additional hourly rate)
- Personal Attendance to All Site Tours (As Needed)
- Assistance in Developing Seating Arrangements for the Event
- Assistance with Selection of Event Attire and Accessories
- Assistance with Selection of Event Party Gifts
- Assistance with Selection of Event Favors

VENDOR SELECTION & COORDINATION

- Locate, Verify Availability and Arrange Vendor Appointments
- Personal Attendance to All Vendor Meetings (As Needed)
- Track Vendor Deposits, Payments and Due Dates

DÉCOR SELECTION

- Assist with Design, Color, Flower and Props selection

GUEST ACCOMMODATIONS

- Assist with Out-of-Town Guest Accommodations (Hotel, Transportation)
- Create and Distribute Directions, Timelines and Visitor Activities Packet for Out-of-Town Guests
- Assemble and Deliver Guest Welcome Bags/Baskets at Hotel(s)

PRE-EVENT DINNER

- Pre-Event Dinner Arrangements
- Directions to pre-event dinner Location

EVENT DAY SERVICES

- Event Day Director - 2 additional hours
- One (1) Additional Assistant Coordinator - for total of Two (2)

NOTES:

Additional Cost for Assistant Coordinators required for larger events (175+ guests)

Pricing will depend on:

- Number of guests
- Location of ceremony & reception

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The Help Service - Price: \$50 / hour

This service is for our team to assist with just basic set up. No coordination with any vendors or the venue are involved. We will set out your items as instructed prior to the event or breakdown as required.

Please inquire for more details.

Décor & Design Service: \$4000*

***\$2500** (if added to Bronze or Silver packages)

This service provides assistance with event concept, colors, themes, table top décor, rentals, floral, lighting, and event space ambience so all elements are cohesive to client's vision. Any services or products contracted will be billed separately per vendor's contract. The following provisions are included in this service:

- Determine design vision and floral selection (if needed)
- Create and streamline vision board for bids to vendors related to overall vision (florist, lighting, linens, rentals, etc.)
- In Person Design Mock Up – flower centerpiece samples, linen, chair and table top décor samples
- Coordinating and specifying lighting and/or draping needs per event space and décor set up
- Supervision of event set up and tear down for design related elements

A LA CARTE SERVICES

We can customize any event package to meet your needs. The A La Carte Package includes previous packages and any of these additional services:

- Venue Selection
- Vendor Search & Referrals
- Budgeting Session
- Additional Consultation Meetings
- Additional Assistant Day of Coordinators
- Assemble and Mail Out Invitations
- RSVP Service
- Pre-Event Dinner Arrangements
- Research Hotel Options for Out-of-Town Guests
- Negotiate Group Rates at Hotels for Out-of-Town Guests
- Plan Activities for Out-of-Town Guests
- Assemble & Distribute Welcome Gift Bags or Baskets at Hotels
- Day After Brunch Arrangements

Price: \$250.00/hour in addition to price packages previously set.