

EVENT PLANNING SERVICES

PLANNING & DESIGN CONSULTATIONS

INITIAL (2 HRS): \$150
FOLLOW UPS (1 HR): \$75

1-2 hour meetings to help clarify your ideas and create a plan for your event.

CAN INCLUDE

- Discussing your vision and design ideas
- Creating an event theme and/or color palette
- Selecting specific aesthetic elements, such as place settings/paper goods, flowers, decor, themed food, and invitations
- Selecting a menu
- Brainstorming creative ideas and DIY projects to achieve your vision on a budget
- Creating a plan and to-do list
- Recommending vendors that fit your style, ideas and preferences

All initial consultations include a follow up email reviewing our discussion, as well as a curated style/theme board.

EVENT DESIGN & STYLING

STARTING AT \$350

Designing the aesthetic elements of your event.

INCLUDES

- Creating an event theme and/or color palette
- Designing and sourcing products for: display tables, themed food & drinks, place settings and/or paper goods, flowers, decor, stationery & invitations, etc.
- Sourcing appropriate vendors
- Day-of setup and decor styling

Does not include: venue selection, day-of coordination, selection of menu (with the exception of themed food)

DAY-OF COORDINATION

STARTING AT \$300

You plan your party, I'll manage it. Starts 2 weeks before your event to review and finalize your plans.

INCLUDES

- Creating an event timeline and floorplan
- Creating a "prep checklist" (to-do list)
- Confirming all vendors prior to your event, if applicable
- Assisting with event setup and tear down, including management of vendor setup/tear down
- Managing event timeline, including supervision and direction of all vendors/venue on the day of your event (i.e. musician/DJ, caterer, photographer, entertainment, rentals, etc.)
- Refilling food & drinks, cutting & serving cake (for non-catered events)
- Bussing/cleaning up during your event (for non-catered events)

FULL SERVICE PLANNING

STARTING AT \$500

Planning all the details of your event, from start to finish.

INCLUDES

- Selecting a venue
- Event Design & Styling (see above details)
- Selecting and coordinating all vendors, including service details (i.e. caterer/baker, alcohol supplier, photographer, stationer/calligrapher, rentals, florist, musician/DJ, staff, etc.)
- Budget management
- Day-of Coordination (see above details)

CUSTOM DECOR CREATION

PRICE VARIES

Design and creation of custom decor.

EXAMPLES

Back drops, favors, signs/banners, table decor

I DO NOT OFFER:

- Vendor payments or payment management
- Guest list creation and management
- Event staffing

Thank you for considering me as your event planner! Feel free to contact me at any time for more information or a custom quote at katie@cheeranddear.com or 518-512-9976.

- Katie Kauffmann, Owner & Planner