



### **Package # 3 - Day of Event Services**

We review and tweak your plan and run your event.

#### **Pre-Event Planning**

- Initial consultation
- One review meeting with clients to go over event details
- Use of vendor resources
- Coordinate the wrap up meeting to pull everything together and put your event into perspective for vendors, timing, music, activities and other important details

#### **Day-of Event Coordination**

- Assist with all pre-event set up and oversee day of event
- Oversee services you want us to handle (rentals, etc)
- Keep vendors in sync with timing of activities and any changes
- Walk through of meetings at event site and overseeing the event the day-of

BASE PRICE: \$395

Additional charges may apply depending on the size and complexity of your event.

**Always Elegant Weddings & Events**

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