



Package #1 - Full Service Event Planning and Coordinating Services

Complete event planning and coordination. We create your plan and run your event.

Pre-Event Planning

- Initial consultation
- Review meetings with client to go over event details
- Assist with finding the perfect location for your event
- Keep vendors in sync with timing of activities and any changes
- Help with seating arrangements
- Unlimited use of vendor resources
- Oversee services you want us to handle (rentals, etc)
- Assist with booking accommodations and transportation for out of town guests
- Help with preparing a unique program
- 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

- Coordinator will be present at your event
- Assist with all pre-event set up and oversee event
- Coordinate room decoration
- Event floor plan and formal table layout
- Instruct helpers with duties
- Ensure vendors are present
- Set up of all equipment, sound system, A/V, lighting, heat/air
- Assist with questions from guests
- Walk through of meetings at event site and overseeing the event the day-of
- Coordinate and oversee your entire event from start to finish

BASE PRICE: \$795

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

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