



## **Package #2 - Event Assistance Services**

Some planning is done and you have a vision. We complete your plan and run your event

### **Pre-Event Planning**

- Initial consultation
- Three review meetings with client 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**

- Coordinator will be present at your event
- Assist with all pre-event set up and oversee event
- Ensure vendors are present
- Keep vendors in sync with timing of activities and any changes
- Oversee services you want us to handle (rentals, etc.)
- Set up of all equipment, sound system, A/V, lighting, heat/air
- 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: \$595

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

**Always Elegant Weddings & Events**

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