

partial planning

Services Provided - Preparation and Rehearsal

(6) In person meetings

Supervise and coordinate with all vendors throughout the planning process

Review all vendor contracts prior to clients signing and advise any suggestions

Assistance with design and decor development

Assistance with arranging hotel room blocks

Budget development and cost saving solutions

Customized checklist with highlighted monthly duties

Detailed timeline for weekend activities

Services Provided - Day of Event

Full Event day coverage from set-up to clean-up

Supervision of vendor set-up

Set-up of personal Event and reception items

On-site crisis management

Facilitation of the event

Assistance of guests with reception seating

Oversight of DJ/Emcee and all announcements

Coordination of grand exit

Assistance with packing up all personal items

Distribution of vendor final payments and gratuities

Note: Additional services may be provided upon request and may require an additional fee.

PACKAGE STARTING AT \$3,250