



WEDDING & EVENT PLANNING

Corporate Event Coordination "Package B"

One-hour Complimentary Consultation for Planning and Guidance

- Completion of your event profile
- High level discussion of your budget according to package chosen
- Review your ideas and vision for the ceremony and reception
- Review desired locations, options along with pros and cons of each site (If off-site venue)
- Venue insight, advise, comparisons and recommendations
- Review style, theme, color choices and size of event
- Share our creative ideas and suggestions to compliment your style
- Review and discuss your desired vendors (limited 3)
- Vendor referrals that fit your needs and budget (limited 3)
- Customized task list provided after meeting

Midway Planning and Guidance Meeting

- Review Vendors selected for services, review services included by each
- Review Venue selected and discuss floor plan, rain plan and layout
- Review items included in Venue contract
- Provide customized list of additional items needed
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Advise Client of vendor selections on additional services
- Provide revised task list after meeting
- Provide revised budget and payment worksheet after meeting

Final Planning and Guidance Meeting with Review of overall Plan

- Review all contracts and discuss to ensure no detail has been overlooked
- Finalize Vendor List and times of deliveries
- Provide detailed timeline and floor plan
- Highlight and discuss items needed to be included in Timeline
- Discuss meeting, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Transport items needed to venue site and to reception site (height/weight restrictions).

Event Day

- Event Coordinator will attend / arriving 2-3 hours prior to wedding start time
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items from venue site (height/weight restrictions)
- Direct meeting/event flow

- Distribute any remaining payments or gratuities to vendors as needed
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, or tardy vendors as needed
- Set-up items: guest book, place cards, photo's, etc.
- Oversee vendors clean-up
- Services available for up to 8 hours

Note:

Included in coordination package are unlimited emails before or after each meeting. Limited phone calls during (normal business hours Monday to Friday 10:00 am to 4:30 pm.) Always included in packages: Use of Coordinators kit,

We recommend one additional assistants for large events and for events with extensive detail, decorating and set-up requirements. Additional pricing details upon request