

**\*\*Pricing starting from \$600 -**

## Social Event Planning/Coordination

We help to bring people together for unforgettable reunions, charity balls, holiday celebrations and special occasions. We collaborate with you to design a flawless social event, ensuring your guests feel more than welcome due to our unique spaces, creative themes and exquisite cuisine. We work tirelessly to make sure everything goes as per your desires and expectations.

Setting up these events, we endeavor to do our very best to keep costs low and value of production very high, so our clients can focus on many other things needed to ensure the most successful fundraiser. Whether you need our help with the initial concept, layout or site plan...or just want us to make it happen, we can help you from event's creation to design, development and ultimately execution.

### ONE-HOUR SET UP A COMPREHENSIVE INITIAL MEETING

- Ongoing access with your event planner for professional advice and guidance with unlimited consultation hours via email and phone (during business hours Monday - Friday 10:00 am to 4:30 pm)
- Set up and initial meetings with service providers: (limited 2 meetings) meetings per each vendor (photographer, videography, stationary, lighting, bakery, entertainment and etc.)
- Distribute client approved timeline to all vendors 2 weeks prior to event date
- Representation in all venue and vendor negotiations
- Vendors liaison
- One comprehensive meeting with a client where we examine your plans, highlight any potential problems and propose solutions

### DESIGN AND DECOR:

- Creation design concept and theme
- Establish color combinations for decor elements, stationary and floral
- Create and manage floral design
- Create and collaborate lighting design
- Creation of decoration considers overall design and theme; decoration of ceremony, receptions, cocktail party, photo shoot
- Detailed texture, color and design mood boards
- Integrated branding
- Creation of entertainment elements which maintain theme of the wedding

- Order and manage rental items for decor
- Production of custom decor elements and item

## EVENT PAPERS

- Creation and manage event schedule
- Creation and manage comprehensive timelines of all services
- Create and manage vendors and suppliers' checklist
- Create and manage budget
- Create and manage payments checklist
- Create and manage floor plans
- Create and manage event itinerary
- Create inspiration boards for each design and decor
- Create and manage decorative scheme and drawings
- Assist and coordinate guest list and favors sheet
- Create and manage event day checklist
- Assist and manage event/wedding party introduction
- Create and manage transportation and logistics sheets
- Coordinate insurance of liability and contract with every single vendor

## STATIONARY AND PRODUCTION OF FAVORS AND KEEPSAKES:

- Assist with stationary design and wording
- Manage production of stationary
- Assist with the selection/completion of favors and welcome packages
- Manage production of favors and keepsakes

## ENTERTAINMENT:

- Assemble list of entertainment and talent
- Coordinate and manage entertainment part
- Create and implementing ideas for different performance, such as "Aged Event"
- Booking and manage artists or DJ

## VENUE:

- Recommend Location to clients (if not already have location)
- Negotiate with venue about all services, catering and cancellation policy
- Assess technical facilitates of the venue: wiring, sound and lighting, etc.
- Assist with menu, bar and beverage
- Space planning

## VENDORS AND SUPPLIERS:

- Recommendations and selection of all prospective vendors tailored to budget
- Manage service providers: review proposals, terms of contracts and services
- Coordinate vendors and suppliers
- Distribution of gratuities and vendor fees (paid directly by client)
- Contact all vendors to confirm details and times of arrival/delivery
- Event planning services:
- RSVP management
- Accommodation management
- Detailed budget planning and logistics management
- Assist with hotel and travel for out of town guests (limited 3 hotels)
- Assist officiant with orchestrating ceremony rehearsal and coordinate rehearsal dinner
- Set up and breakdown of entire event day
- Oversee vendors' cleanup services, carpooling, security services
- Every event includes 1 event planner, 2 assistants (additional staff is required for larger specific)
- Event emergency kit tailored to client
- Assist with event website and social media pages
- Coordinate transport of gifts and personal items (with designated person)