



CORPORATE EVENTS

Forever Yours Events Corporate Event
Package "A"

Forever Yours can help you plan your next corporate event, everything from corporate meetings (large or small) open house, customer appreciation events or holiday party, sales meeting and more. Whether it's a six person's luncheon or fifty person's dinner, let our team of event specialists plan your next business meeting, we can make your next corporate event one to remember with complete customized service. We will book your location (if desired), set up a caterer, book entertainment, send out invitations, and more.

In today's economy, many companies think that they cannot hire a Corporate Event Planner. But hiring a planner will save you time, stress and money. Brenda and her team of professionals works with tried and true vendors and suppliers who consistently deliver on time and on budget, let Brenda and her team experience and industry knowledge save you this worry.

Full Service Corporate Package "A" Pricing Starts at \$4,500

One-hour Complimentary Consultation for Planning and Guidance

- Completion of your event profile in detail
- High level discussion of your budget
- Discussion of your event priorities
- Review your ideas and vision for the event
- 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 the company style
- Review and discuss your desired vendors
- Vendor referrals that fit your needs and budget
- Customized task list provided after meeting
- Arrange and attend all vendor meetings (Limited 3 vendors)
- Arrange and attend Venue previews
- Determine your goals for the event
- Create a personalized design concept
- Planning, development and management of event budget
- Monthly review of budget and revise as needed
- Prepare calendar of payments and deadlines
- Provide complete event planning checklist
- Age Entertainment booking
- Act as go-to person with all vendors
- Offer Guidance with proper etiquette if requested
- Recommend and arrange State of the Art Lighting and Audio applications
- Provide list of accommodations for out of town guests
- Arrange room blocks for all out of town guests (limited 3 hotels)

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
- Advise client of 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
- Vendor follow-up and confirmations
- Review all vendor contracts and discuss
- Provide event checklist
- Design selection, ideas and wording for invitations, programs and save the date cards

- Design layout and wording of menu cards and place cards
- Design of seating chart

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
- Advise on structure of Timeline
- Highlight and discuss items needed to be included in Timeline
- Discuss event ceremony, design and style as well as musical selections
- Discuss who will perform each task at the ceremony
- Design and supply detailed Timeline after meeting
- Schedule and attend on-site planning meeting with Venue
- Schedule and attend on-site planning meeting with Caterer, and other vendors
- Design floor plan for reception
- Corporate event consultation, guidance and design

Final Walk-through

- Meet at venue to discuss and finalize floor plan, menu and rain plan
- Meet with photographers, video-grapier, florist etc. to review plan and design for conference, meeting or reception
- Meet with caterer and bar beverage service to finalize plans

Event Day

- Event Planner will attend / arriving 2-3 hours prior to event start time
- Direct Event Conference and Reception
- Oversee vendor arrival / main point of contact for vendors
- Ensure décor is set according to plan
- Transport items from ceremony to reception (size limits apply)
- Distribute any remaining payments or gratuities to vendors as needed
- Ensure timeline is followed and according to plan
- Handle any discrepancies, last minute details, event party issues or tardy vendors as needed

Note:

Included in the Corporate Full Service Package A are unlimited e-mails. (limited phone calls during business hours: Tuesday - Friday (10:00 am to 4:30 pm)).

We recommend adding additional staff for corporate events over 150-200 guests. For intensive décor and set-up, more staff may be required. Extra staffing priced upon request.