



The Standard Special Event Planning Package \$500.00

Designed to walk you through planning all of the details from beginning to end, our Executive Event Coordinator will guide you through the entire process + assist you in planning the day you've always dreamed of!

- Customized idea board showcasing main design elements of the event
- List of recommended vendors + professionals to assist you during your event
- Guidance with floor plan + linen selection
- Coordination with entertainment to ensure that your day runs as smoothly as possible
- Creation of detailed timeline for all vendors
- Establishing priorities, developing, and tracking your budget
- Negotiating deals + placing orders with all rental companies + vendors
- Assistance with wording and proofing of invitations
- Review Vendor Deposits + Payments Due
- Executive Event Coordinator acts as the point of contact for all vendors
- Up to 5 hours of planning sessions