

OVERVIEW

This level of service is perfect if you've already done the bulk of the planning but are looking to hand over the responsibility to someone else so that you can enjoy what you've created. This package allows you to rest easy and enjoy your event without any of the stress left to the host.

DETAILS

Even before your event day arrives, we work hard to ensure everything falls into place just as you had imagined it.

Includes:

- Immediate access to our exclusive event planning software
- A walkthrough at your chosen venue
- Final detail meeting with the client 4-6 weeks prior to the event to tie up all the loose ends, collect all vendor contracts, go over inventory of items to be set up, develop a rough outline of the day
- Customized event day itinerary to be approved by the client and distributed to all vendors so that everyone is on the same page
- Up to 8 hours of service time on the event day (\$150 per hour per coordinator after that will be billed after the event day)
- At least one assistant with the lead coordinator