

This package is for the client that has done all the planning, but wants to relax and enjoy their stress-free event! Any a la carté service can be added to this package.

### Prior to your date:

- ✓ Initial consultation with the client
- ✓ Unlimited phone calls, emails and texts
- ✓ A walkthrough at the venue
- ✓ Regular check-ins to see how the planning is going
- ✓ Etiquette advisement
- ✓ Unlimited vendor referrals (attendance of meetings upon request for an additional charge)
- ✓ Guaranteed exclusivity to your event day

### Month of your date:

- ✓ Final detail meeting with the client 3-4 weeks prior to the event to tie up all the loose ends and go over inventory of items to be set up, rough outline, etc.
- ✓ Collection of all vendor contracts to confirm delivery locations, times, and final arrangements
- ✓ Confirm delivery locations, times, and final arrangements with all vendors
- ✓ Customized event day itinerary to be approved by the client and distributed to all vendors so
- ✓ that everyone is on the same page

### Event day:

- ✓ "Go to" person for everyone, including family and vendors
- ✓ Distribution of final vendor payments and gratuities (if necessary)
- ✓ Event setup and decorating
- ✓ Meet, greet and direct vendors and guests
- ✓ Ensure that setup is how client wants, if done by the venue
- ✓ Keep clients and vendors on the timeline or improvise as needed
- ✓ Collect all personal items at the end of the event to be put in a designated place for a designated person to take
- ✓ Handle any issues that may arise
- ✓ At least one assistant with the head coordinator