



## Full Planning Event Planning Package

This package is for the client who may not know where to even begin! Let us do the work!

- ✓ Initial consultation with the client
- ✓ Create a theme or color scheme and work it into the event
- ✓ Budget planning and tracking of deposits, balances due, dates, etc.
- ✓ Research and coordinate venues
- ✓ Invitation wording & design, mailing, and tracking RSVPs
- ✓ Menu selection or creation
- ✓ Unlimited vendor referrals and contract reviews
- ✓ Unlimited interviews and/or final vendor meetings
- ✓ A meeting with the client one week prior to event
- ✓ Unlimited phone calls, emails and texts
- ✓ Confirm delivery locations, times, and final arrangements with all vendors
- ✓ Customized event itinerary to be approved by the client and distributed to all vendors so that everyone is on the same page
- ✓ "Go to" person for everyone
- ✓ Setup and decoration
- ✓ Meet, greet and direct vendors and guests
- ✓ Up to two in-person/on-location meetings
- ✓ Etiquette advisement
- ✓ At least one assistant with the head coordinator