

# DAY-OF

## COORDINATION

### PRE-EVENT

- 1-2 EVENT CONSULTS
- UNLIMITED CALL/TEXTS
- MONTH OF ASSISTANCE

### EVENT DAY

- 8 HOURS OF ON-SITE COORDINATION
- VENUE WALKTHROUGH
- SET-UP/TEAR DOWN
- DECORATING
- VENDOR LOGISTICS

# PARTIAL

## PLANNING

### PRE-EVENT

- CREATE EVENT CHECKLIST
- 3 PRE-EVENT CONSULTS
- UNLIMITED CALL/TEXTS
- VENDOR RECOMMENDATIONS
- EVENT TIMELINE
- ASSISTANCE WITH VENDOR NEGOTIATION AND CONTRACTS
- VENUE WALK THROUGH

### EVENT DAY

- 8 HOURS OF ON-SITE COORDINATION
- SET-UP/TEAR DOWN
- DECORATING
- POINT OF CONTACT FOR ALL VENDORS
- DISTRIBUTION OF FINAL PAYMENT TO VENDORS
- ASSIST WITH PARTY HOSTS AND GUESTS, AS NEEDED

# FULL

## PLANNING

### PRE-EVENT

- CREATE EVENT CHECKLIST
- BUDGET ASSISTANCE
- ASSISTANCE WITH VENUE BOOKING
- ASSISTANCE WITH INVITATIONS
- UNLIMITED CALLS/TEXTS
- THREE PRE-EVENT CONSULTS IN PERSON/VIDEO
- VENDOR RECOMMENDATIONS
- EVENT TIMELINE
- ASSISTANCE WITH VENDOR NEGOTIATION AND CONTRACTS
- VENUE WALKTHROUGH

### EVENT DAY

- 10 HOURS OF ON-SITE COORDINATION
- SET-UP/TEAR DOWN
- DECORATING
- POINT OF CONTACT FOR ALL VENDORS
- DISTRIBUTION OF FINAL PAYMENT TO VENDORS
- ASSIST WITH EVENT HOSTS AND GUESTS, AS NEEDED

Day-Of Coordination \$1,500

Partial Planning \$2,200

Full Service Planning \$2,800+