



Sabrina Seymore
EVENTS

Sabrina Seymore Events

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www.sabrinaseymoreevents.com

CONGRATULATIONS ON YOUR ENGAGEMENT!

You must be excited to have found that special person with whom you will share the rest of life with. Now the excitement has began and its time to plan your big day! Sabrina Seymore Events are here to assist you in making your day an unforgettable experience.

Your complimentary "getting started kit" contains comprehensive information about Sabrina Seymore Events and what to expect when booking our services. Upon booking with us, you will receive a complimentary electronic wedding workbook that will share access with your wedding planner. Our software allows us to build your budget, compare vendors, create your wedding website, and store any pertinent information in regards to your special day.

We are confident that you will enjoy planning your wedding with the coordination of Sabrina Seymore Events!

Sincerely,

Sabrina Seymore: Owner/Certified Wedding & Event Planner





Sabrina is originally from Fayetteville, NC yet resides in Durham, NC. Sabrina is married to Avon Seymore and has two growing boys, Avon "AJ", and Bryce Seymore. Sabrina attended North Carolina Central University in 2004-2008 and earned her Bachelor of Science in Recreation Management. Sabrina also attended Liberty University in 2010-2012 and earned her Master of Arts in Marriage and Family Therapy. Sabrina has over 10 years of experience in the social work/mental health field as a certified substance abuse counselor.

While earning her professional credentials Sabrina spent much of her time planning events for friends and family members which has blossomed as her career. Sabrina has built an excellent reputation with her creative ideas, eye for design and impeccable attention to detail. Her enthusiastic personality, combined with a genuine commitment to making every wedding & event flawless is why she loves weddings & events! Sabrina has a genuine compassion for people, the well being of people, and seeing people happy. She has planned weddings and events throughout North Carolina, South Carolina, Los Angeles, Greece, Miami, Atlanta, Maryland, Virginia, New Jersey, South Carolina, NYC, New Jersey and District of Columbia. She has a background in Wedding and Event Planning, Coordination, and Event Design.

About Sabrina Seymore Events

Sabrina Seymore Events is a full service planning, design, and day of coordination company that assists clients with all aspects of the planning process from start to finish. They work very closely with each client in order to create an event that will be suitable for the client's personality and lifestyle. Sabrina Seymore Events' ideas and expertise create the perfect atmosphere for any occasion. The company works with several well-known vendors to ensure the best quality and perfection during the event. Sabrina Seymore Events is conveniently located in Durham, NC and serves any of the surrounding states and major cities in the United States. Their services are also available for destination weddings in limited countries.

Sabrina Seymore Events is also the recipient of additional awards including the WeddingWire Couples' Choice Award™, Best Event Planner of Durham™, NC, Who's Who Black Raleigh Durham awardee and is often featured in publications such as Durham Magazine: Bridal Guide Feature and Raleigh Metro Magazine: Bridal Issue. The company is listed as a preferred vendor for several domestic and international wedding bridal publications such as Munaluchi Bridal Coterie.

Annual Report 2013/2014

Special Events

- 📍 Raleigh-Durham - 22 events
- 📍 Los Angeles - 1 event
- 📍 New Jersey - 1 event
- 📍 Miami - 1 event

Weddings

- 📍 Raleigh-Durham - 36 weddings
- 📍 Atlanta - 1 wedding
- 📍 South Carolina - 1 wedding
- 📍 Washington, DC - 1 wedding
- 📍 Maryland - 1 wedding
- 📍 Virginia - 1 wedding
- 📍 Greece - 1 wedding



SERVICES OFFERED:

Full Service Package

Pre-Wedding Planning Services:

- ◆ Initial planning session to discuss event details
- ◆ Office/site appointments each month, email and telephone support during hours of operation
- ◆ Mail save the dates, invitations, and track rsvp's for your wedding reception
- ◆ Vendor selection and Management throughout the planning process.
- ◆ Attend site visits, schedule appointments and serve as a point of contact on throughout your wedding planning process
- ◆ Budget development and management
- ◆ Stationery selection, wording and format management
- ◆ Seating arrangement organization
- ◆ Examine and establish a time-line for the wedding day
- ◆ Contact all vendors regarding time-line, pre-wedding preparations, and communication
- ◆ Review and distribute time-line to the bridal party and wedding participants
- ◆ Facilitate wedding rehearsal (1 hour)

Event Design pre wedding service

- ◆ Concept development and storyboarding
- ◆ Illustrations & floor plans – the blueprint for overall design
- ◆ Full design of all ceremony and reception decor & details
- ◆ Creation of room layouts to ensure event flow
- ◆ Specialty linen rental selection
- ◆ Up lighting, gobos and other specialty light treatments selection
- ◆ Specialty decor rentals & custom decor sourcing
- ◆ Stylize visuals – bars, food stations, signage, band, staff attire, invitations, programs, favors, menu cards, table numbers, or any stationary services selection

- ◆ Distinctive floral and tabletop design selection
- ◆ Custom furniture/accessories – lounge, bars, banquettes, dining tables selection

Day of Wedding Services

- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your assistant for a wedding guest count of 150 or less.
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 2 assistants for a wedding guest count of 151 to 250. *Price will increase*
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 3 assistants for a wedding guest count of 251 or more. *Price will increase*
- ◆ Manage wedding day according to established guidelines and time-line
- ◆ Point of contact for vendors throughout celebration
- ◆ Check in and direct vendors
- ◆ Facilitate design plan
- ◆ Queue musicians and bridal party for the processional and recessional
- ◆ Assist with guest book and gifts
- ◆ Facilitate and expedite formal photography
- ◆ Ensure bridal party receives VIP food and beverage service
- ◆ Communicate with catering manager to ensure proper food and beverage service for wedding guests
- ◆ Direct photographer, videographer, and entertainment for duration of the event
- ◆ Lead reception coordination
- ◆ Provide vendors their meals and distribute final payments
- ◆ Oversee breakdown and clean-up of event

Post Wedding Day Services:

- ◆ Follow up with facility for final review and any left-behind items
- ◆ Follow up with vendors to review event and final billing

Day of the Wedding Coordination Package

Pre-Wedding Services:

- ◆ Initial planning session to discuss wedding details plus 2 additional planning sessions
- ◆ Email and telephone support during hours of operation
- ◆ Customized vendor Referral list
- ◆ Examine and establish a time-line for the wedding day
- ◆ Review design elements
- ◆ Contact all vendors regarding time-line and pre-wedding preparations
- ◆ Facilitate wedding rehearsal (1 hour)

Wedding Day Services:

- ◆ Personal service for your Day-of Event Coordinator and up to eight (8) hours for
- ◆ Assistant (s) for a wedding guest count of 150 or less.
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 2 assistants for a wedding guest count of 151-250 people. *Price will increase.*
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 3 assistants for a wedding guest count of 250 or more. *Price will increase.*
- ◆ Manage wedding day according to established guidelines and time-line
- ◆ Point of contact for vendors throughout celebration
- ◆ Check in and direct vendors
- ◆ Facilitate design plan
- ◆ Queue musicians and bridal party for the processional and recessional
- ◆ Assist with guest book and gifts
- ◆ Facilitate and expedite formal photography
- ◆ Communicate with catering manager to ensure proper food and beverage service for wedding guests
- ◆ Direct photographer, videographer, and entertainment for duration of the event
- ◆ Lead reception coordination
- ◆ Provide vendors their meals and distribute final payments
- ◆ Oversee breakdown and clean-up of event

Post Wedding Day Services:

- ◆ Follow up with facility for final review and any left-behind items
- ◆ Follow up with vendors to review event and final billing

Partial Planning/A La Carte Package

Pre-Wedding Services:

- ◆ Initial planning session to discuss event details
- ◆ In depth consultation and vendor selection with selecting up to 3 wedding vendors/ service
 - ◆ Wedding Venue
 - ◆ Photographer
 - ◆ Videographer
 - ◆ Rentals/Décor
 - ◆ Floral
 - ◆ Transportation
 - ◆ Calligraphy/Stationary (Programs, place cards, menu etc.)
 - ◆ Favors
 - ◆ Make – up artist/Hair stylist
 - ◆ Bakery
 - ◆ DJ/Live Band
 - ◆ Mailing and selection of Save the Dates
 - ◆ Tracking of rsvp's

If you are in need of 3 or more vendors, each service can be added at a rate of \$500.

- ◆ Email and telephone support during hours of operation
- ◆ Customized vendor Referral list for the remaining vendors
- ◆ Examine and establish a time-line for the wedding day
- ◆ Review design elements
- ◆ Contact all vendors regarding time-line and pre-wedding preparations
- ◆ Facilitate wedding rehearsal (1 hour)

Day of Wedding Services

- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your assistant for a wedding guest count of 150 or less.
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 2 assistants for a wedding guest count of 151 to 250. *Price will increase*
- ◆ Personal service for your day of Event Coordinator and up to eight (8) hours for your 3 assistants for a wedding guest count of 251 or more. *Price will increase*
- ◆ Manage wedding day according to established guidelines and time-line
- ◆ Point of contact for vendors throughout celebration
- ◆ Check in and direct vendors
- ◆ Facilitate design plan
- ◆ Queue musicians and bridal party for the processional and recessional
- ◆ Assist with guest book and gifts
- ◆ Facilitate and expedite formal photography
- ◆ Ensure bridal party receives VIP food and beverage service
- ◆ Communicate with catering manager to ensure proper food and beverage service for wedding guests
- ◆ Direct photographer, videographer, and entertainment for duration of the event
- ◆ Lead reception coordination
- ◆ Provide vendors their meals and distribute final payments
- ◆ Oversee breakdown and clean-up of event
- ◆ Ensure that all equipment and personal items depart with the appropriate vendors and/or family members

Post Wedding Day Services:

- ◆ Follow up with facility for final review and any left-behind items
- ◆ Follow up with vendors to review event and final billing

TESTIMONIES:

Jessica & Marcus Hicks- 8/29/2015

My husband and I hired Sabrina as our day of coordinator, but she was so much more. We had several detailed meetings to make sure that I was on track with what I needed for our big day. She came along for our food and cake tasting and helped us decide on some of the menu items. She even extended the offer to come along and meet with other vendors that we had selected. A family member offered to take care of the floral arrangements for the wedding but notified us a few weeks before the wedding that she would no longer be able to provide the service. I called Sabrina and she had a list of vendors over to me within an hour and recommended a great florist. Sabrina went the extra mile to make sure I was pleased with the type of arrangements selected and gave me several options for table placement for the reception. On the day of the wedding my maid of honor had a wardrobe malfunction and we called Sabrina and as you can guess she saved the day lol. Some way somehow she fixed her dress and she was good to go for the rest of the night. I could go on and on about how great the service was that Sabrina provided because she is one of the best in the business. I would recommend her to anyone for any kind of event planning big or small. She is truly gifted and great at what she does.

Laura & Thomas Stallings- 10/17/2015

Oh. my. goodness. I could not have had a wedding without Sabrina, LaMonica, and the rest of the team. I used them for day-of coordination and flower/décor services, and I could not have been happier. Their decor was beautiful. I gave them a couple simple pictures of what I was thinking, and they ran with it. The whole event was beautiful, sophisticated, romantic, and warm. The best part is that I never had to worry about it. After meeting Sabrina, you know that she can handle whatever you throw at her, and it really puts you at ease. I felt completely comfortable leaving decor decisions in her hands, and I was not at all disappointed. Their day-of coordination was also perfect. They wrangled all of the vendors and made sure everyone knew where to be and when. They fielded all of the questions that I normally would have had to, and it was such a stress reliever. Again, I never had to worry that anything would be forgotten. My wedding day was totally stress free because they were there. Overall, Sabrina and her team are just true professionals. They're warm, friendly, punctual, and detail-oriented. I cannot recommend them highly enough!

India & Jabreel Graham- 5/30/2015

Sabrina Seymore was nothing short of a blessing for our wedding. She definitely is a wonderful, brilliant person and that definitely transpires over into her work. She is very professional, helpful, and knows how to deliver exactly what you want even if you are not quite sure yourself at the moment! She learned our personality early on and was able to help us make decisions that were spot on with our taste of style. Also, she has so many great connections in the RDU area with other wedding services/vendors; which was such a blessing because I would not have known who to trust and who could actually "deliver" great services and products on our wedding day if it wasn't for her. Her services helped us from the beginning to the end, I also liked that she was able to attend vendor meetings on our behalf, especially since we did not live in NC even though that is where we were married. I am just so grateful to have meet her and to have her as our wedding planner. We could not have had the most gorgeous wedding experience without Sabrina and her staff. Thank you all for all your efforts!! ~To sum it up, Sabrina Seymore Events is Absolutely, Highly Recommendable!!! Just see for yourself!

David & Patrice Waller- 12/15/2014

Sabrina and her staff went above and beyond to make our wedding day a success. She assisted in pre-wedding coordinating activities such as, creating a timeline for the wedding day and suggesting vendors for special day. She was available anytime we called. The day of our wedding Sabrina and her team assured that our vision was directly represented. She coordinated vender deliveries and decorated our venues beautifully. Sabrina and her staff also took care of venue clean up and made sure that all of our rentals were returned. Sabrina Seymore Events did not miss a beat on our wedding day! They were absolutely wonderful and everything was perfect! If you are looking for wonderful customer service and peace of mind for your big event, we strongly recommend Sabrina Seymore Events! David and Patrice

Read more reviews at:

<http://www.weddingwire.com/reviews/sabrina-seymore-eventsdurham/9f073ef0b1eabaa1.html>

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