

Ashley Ann's
Event Planning Service
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Social and Wedding Packages

Beyond these packages *Ashley Ann's E.P.S.* offers custom packages that can include anything that you would like. The prices of these packages vary depending on the request. Standard Planning packages are usually 10-15% of the event budget. Monthly Payment Plans are available.

Paparazzi Planning/Day of –Beginning at 18% of budget, minimum of \$1500.00

- 1 hour free initial consultation (additional charges may apply if I am to travel outside the little rock metro area)
- Help create theme, vision, and image for the event
- Email and Phone counseling from 9am-5pm
- 4-6 Consultations (2hr max.)
- Rehearsal direction
- Ceremony direction
- Itinerary schedule for the entire day (includes reception)
- Finalize vendors
- Portfolio of services
- Provide a list of preferred venues

The Star Treatment-20-22.5% of budget, minimum of \$4500

- 1 hour free initial consultation (additional charges may apply if I am to travel outside the little rock metro area)
- Help create theme, vision, and image for the event
- Custom design of table centerpieces
- Budget Counseling
- Etiquette Advice
- Checklist and Help worksheets
- unlimited Email and Phone counseling
- unlimited after hours consultations (2hr max.)
- Attend all vendor Appointments with or for the Bride and Groom (dress, tasting, finding locations, floral, cake, etc...)
- Schedule Appointments for the Bride and Groom
- Review and negotiation of Contracts
- Finalize vendors
- Rehearsal direction
- Arrive 2 hours prior to Ceremony to provide or complete wedding day task
- Ceremony direction
- Itinerary schedule for the entire day (includes reception)
- Full Reception direction
- Portfolio of services
- Supervise the set up of reception
- Recommend bridal shower and bachelorette party venues and concepts.
- Special Discounts on Photography
 - Hair and Makeup
 - Skin Care Packages

Red Carpet Event—15-18.5% of budget, minimum of \$3000

- 1 hour free initial consultation (additional charges may apply if I am to travel outside the little rock metro area)
- Help create theme, vision, and image for the event
- Budget Counseling
- Etiquette Advice
- Checklist and help worksheets
- Unlimited Email and Phone counseling during business hours (M-f 8-5)
- 8-10 Consultations (2hr max.)
- Rehearsal direction
Ceremony direction
- Itinerary schedule for the entire day (includes reception)
- Reception Starter
- Portfolio of services
- Attend 5-10 vendor appointments with or for the Bride and Groom
- Finalize vendors
- Provide a list of preferred venues
Recommend Bridal Shower and Bachelorette Party Venues and Concepts
- Special Discounts on Photography
Hair and Makeup
Skin Care Packages

Please remember we create custom packages as well!!

A La Carte

- Shower and Party Planning—begins at \$750
- Creation of Centerpieces--\$85 per hour
- Set up /Break Down Fee--\$250 per hour
- Additional Consultations--\$150 per hour or \$250 for two hours
- Service Search--\$150 (up to 4 services) or \$50 per service
- RSVP tracking—begins at \$1.50 per invitation
- Destination Wedding—(price determined by location)
- Bridal Registries--\$250(per store)
 - Two stores--\$450
 - Three stores--\$525

Corporate Packages

Beyond these packages Ashley Ann's E.P.S. offers custom packages that can include anything that you would like. The prices of these packages vary depending on the request. Standard Planning packages are usually based at a \$2500.00 fee. Prices may increase based on the complexity of the event. Payment Plans are available. Large Conventions and Fairs are based on a beginning rate of \$4350.00. Prices may increased based on the complexity of the event. Payment Plans are available.

Standard Package

- Strategic and Creative development and design of client program, event, and experience
- Event Production
- Logistical Direction
- Management of Event
- Full Service Party and Event Planning
- Portfolio of Services
- Upscale and Unique Event Décor Design
- Research of subjects
- Coordination of Goods and Services
- Event Direction

Large Festivals, Fairs, Competitions, and Conventions

- Logistics Planning and Direction
- Day of Management
- Setup Direction
- Event Schedule
- Event Layout
- Event Website
- Press Release
- Parking Lot Crawls
- Sponsorship Package
- Demographic Statistics
- Participant Survey
- Vendor, Competitor, and Demonstrator Surveys
- Coordination and Communication of Vendors and Speakers

- *Coordination and Communication of Competitors and demonstrators (if needed)*

Payment Options

Option A—60 Day Payment Schedule: A 20% deposit is required upon signature of contract. Client is allowed to pick their payment day of the bi-monthly program. Every 60 days an installment payment is required upon the agreed upon date until balance is paid in full. All payments are due 30 days prior to event date.

Option B—Financed Payment Plan—A \$500.00 payment is due upon signature of contract. Clients choose their monthly payment date. 5% fee is added to compensate for fees and scheduled payments. Payments are required upon the agreed upon date chosen by the client until the balance is paid in full. All payments are due 30 days prior to event date.

Option C—Tri Payments: A 33% deposit is required upon signature of contract. Client's second payment of 33.5% is due 1/3 of the way through the planning process. The final 33.5% is due 30 days prior to event date.

Corporate Plan—50% deposit required upon signature of contract. Clients remaining balance will be divided into equal parts of 25%. The Next payment will be due 1/2 of the way through the planning process. The final payment of 25% is due 14 days prior to the event date.

Note: Clients are encouraged to utilize check, money order, or cash to make payments. Ashley Ann's Event Planning Service does accept all major credit cards. However, we would like clients to be aware of the 1.5% charge that is associated with credit/debit card payments. Thank you for your business.

