



Event Planning Packages & Options

The "Rockstar" Package

Event Planning / Event Design / Event Production / Event Coordination

For the client who wants everything handled, with a top-notch rockstar touch.

- Includes **Base Day-of Event Coordination** Package **with all optional add-ons**
- Includes **Venue & Vendor Management** Package
- Includes **48 offsite planning hours** to plan your event, including:
 - Access to our preferred vendors for any event services that you may need
 - Timeline / task list development & management
 - Venue & vendor contract negotiation & reviews
 - Recommendations for services & additional ideas for your event

Price: \$7,500

The "VIP" Package

Partial Event Planning / Event Design / Event Coordination

For the client who wants to have input at every step of the way, but still wants a "VIP" level of service.

- Includes **Base Day-of Event Coordination** Package with a **2nd coordinator onsite**
- Includes **Venue & Vendor Management** Package
- Includes **24 offsite planning hours** to help plan your event
 - Access to our preferred vendors for any event services that you may need
 - Timeline / task list development & management
 - Recommendations for services & additional ideas for your event

Price: \$5,000

The "Make It Happen" Package

Partial Event Planning / Event Coordination

For the client who has a perfect plan, and just needs someone to make it happen.

- Includes **Base Day-of Event Coordination** Package
- Includes **Venue & Vendor Management** Package
- Includes **12 offsite planning hours** to help with your event
 - Access to our preferred vendors for any event services that you may need
 - Recommendations for services & additional ideas for your event

Price: \$3,800



Build-Your-Own Custom Package

Day-of Event Coordination

We will provide one day-of coordinator to handle the following:

- Month-of event coordination services (up to 4 offsite hours of support)
 - Handoff Meeting to officially take over all event coordination when you're ready
 - Development of a day-of timeline to be shared with your vendors
 - Presence at one venue meeting / walk-through
- Up to 8 onsite hours for your event day, which includes our support with:
 - Oversight of onsite execution
 - Venue staff management
 - Vendor staff management
 - Timeline management
 - Vendor load-in coordination & management
 - Vendor load-out coordination & management
 - Liaison to kitchen & service staff to ensure timely service to align with event timeline
 - Oversight of service staff during event
 - VIP guest management & management of guest requests onsite

Price: \$1,500

Optional add-ons to the coordination package:

- Setup of your décor (all décor provided by client / florist / designer) - \$400
- Removal and packing up of décor, cleanup after the event - \$300
- Additional coordinator onsite to handle requests / last-minute needs - \$300

Venue & Vendor Management Package

We will provide the services listed below for your event vendors, including:

Venue(s), Officiant, Event Designer(s), Musicians, DJ/MCs, Entertainment, Food & Drink, Staffing, A/V, Tenting, Rentals, Transportation, Hotels, etc.

- Preferred Venue & Vendor research and suggestions for your event
- Assistance with meeting and hiring vendors for your event
- Venue & Vendor management and correspondence
- Venue & Vendor confirmations

Price: \$1,500

Hourly Planning Services

If you just need a bit of support, our hourly planning services might be the perfect fit for you.

- **\$75** per hour for offsite planning work (for remote support via email and phone)
- **\$150** per hour for onsite planning work (for in-person visits with vendors and venues)

* Bulk Pricing can be arranged if you'd like to purchase a package of hours at once

* 20% discount on any additional hours, if an event coordination package is booked