

Bright Eye

EVENTS, INC.

Bright Eye Events offers a seamless event planning experience by delivering 360 support from idea conception to execution, offering excellent customer service, and providing clients with organization and management tools for all event needs. Contact us today for your free consultation.

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PLANNING

02

DESIGN & DECOR

03

CONSULTING

04

MANAGEMENT

We offer Full Service Event Planning, Destination Planning, and Partial Service Event Planning packages.

FULL SERVICE EVENT PLANNING

FULL SERVICE PLANNING is the most extensive package we offer and includes all services included below as well as unlimited scheduled face to face meetings, phone and e-mail communication/advice for clients.

We support all event types ranging from weddings, receptions, birthdays, Milestone celebrations, launch parties and more.

PARTIAL SERVICE EVENT PLANNING

Partial Service Event Planning allows a client to customize the amount of support they need from our team.

BELOW ARE THE A LA CARTE SERVICES WE OFFER:

VENUE & VENDOR SUPPORT

- Recommend venues and vendors in accordance with event budget and style
- Schedule and attend all vendor meetings and interviews
- Attend site visit(s) with client to establish the event style, direction and flow
- Review and negotiate all vendor contracts

EVENT MANAGEMENT

- Create complete timeline for celebration and share with all vendors
- Set up and manage hotel blocks for out-of-town guests
- Provide and maintain spreadsheet templates for the following: guest list, RSVP's, seating plan, photography shot list, and payment schedule
- Confirm all details and arrival times for vendors
- Lead all-vendor walk-through

BUDGETING

- Create budget; manage deposit schedule and payments
- Act as the liaison between client and vendors for all logistical needs

DECOR & DESIGN

- Decor conceptualization and coordinate overall event vision and design
- Coordinate sample setups and making decorative purchases on behalf of client

CONSULTING

- Guidance on event etiquette
- Offer venue and vendor recommendations
- Provide guidance and sample text for printed materials including: save the date, invitation, and event program
- Advise on menu planning and attend tasting with caterer

DAY-OF COORDINATION

This involves being present on site and coordinating all day-of aspects of event. These responsibilities include but are not limited to:

- Coordinating all deliveries and installations of celebration in accordance with vendor contracts
- Arranging distribution of final payments and gratuities
- Manage and remedy all moment-to-moment challenges
- Oversee strike of venue
- Ensuring return/pick up of all rental elements from all vendors

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