

<b>Day of Coordinator</b> <b>\$595</b>	<b>Fabulous Partial Planning</b> <b>\$1,100</b>	<b>Full Service Event Planning</b> <b>\$2,000</b>
<ul style="list-style-type: none"> <li>• Meet 2-4 weeks prior to the event to discuss overall plan</li> <li>• Weekly 30 minute correspondence</li> <li>• Create a detailed timeline to ensure everything goes as planned</li> <li>• Confirm contracted vendor arrangements</li> <li>• Attend final walk through at venue</li> <li>• Up to 8 hours of onsite event planning on the day of the event</li> <li>• If planning a wedding, the rehearsal dinner is included at no additional cost</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure you stay within your budget</li> <li>• Establish a planning timeline</li> <li>• Create an event agenda</li> <li>• Create floor plan and functional event space blueprint</li> <li>• Help you find a venue and vendors</li> <li>• Attend 3 vendor meetings of your choice (caterer, florist, pastry chef, etc.)</li> <li>• Monthly and weekly correspondence</li> <li>• Confirm contracted vendor arrangements</li> <li>• Attend final walk through at venue</li> <li>• Up to 10 hours of onsite directing and coordination at the event</li> <li>• Arrive up to 3 hours early for setup and to supervise vendors</li> <li>• If planning a wedding, attending and coordinating the rehearsal dinner is included at no additional cost</li> <li>• Provide 1 hour of breakdown after the event</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and manage the event from start to finish</li> <li>• Create and maintain a realistic budget and make sure you stay within your budget</li> <li>• Create an event agenda</li> <li>• Assist you in deciding on theme, décor, and overall ambiance of your event</li> <li>• Establish a monthly checklist and event planning timeline</li> <li>• Create floor plan and functional event space blueprint</li> <li>• Help you find a venue (organize up to 3 site visits for the same day)</li> <li>• Schedule appointments with vendors (collect quotes and review vendor contracts)</li> <li>• Attend 5 vendor meetings of your choice (caterer, florist, pastry chef, etc.)</li> <li>• Provide you with bids and estimates from the vendors and venues</li> <li>• Monthly and weekly correspondence</li> <li>• Confirm contracted vendor arrangements</li> <li>• Attend final walk through at venue</li> <li>• Up to 10 hours of onsite directing and coordination at the event</li> <li>• Arrive up to 3 hours early for setup onsite during deliveries and to supervise vendors</li> <li>• Ensure that the event site is setup and decorated according to your wishes</li> <li>• If planning a wedding, attending and coordinating the rehearsal dinner is included at no additional cost</li> <li>• Provide 1 hour of breakdown after the event</li> </ul>

