

EVENTS BY TYRA

2021 SERVICE DESCRIPTION & PRICING



PHOTO COURTESY OF TAYLOR ROSE PHOTOGRAPHY

PREPARED BY

TYRA WHITE-WILLIAMS | LEAD EVENT PLANNER | EVENTS BY TYRA

ABOUT EVENTS BY TYRA



A LITTLE BIT ABOUT OUR HUMBLE COMPANY

A big project involves overseeing a lot of moving parts, oftentimes from different people. In this case, the big project is your wedding, and by taking the step of hiring Events By Tyra, you won't have to do any of the heavy lifting.

Events by Tyra is a small, black-owned, woman-owned business based in Southern Prince George's Country, MD. We pride ourselves in making each client feel special - that means tailoring services based on their needs rather than providing ordinary "out-of-the-box" experiences. Specializing in wedding and coordination and management, Events by Tyra puts the client first, and guarantees 100% satisfaction.

WHAT IS YOUR VISION?

The first step to ensuring a successful and beautiful wedding is setting your vision. Your vision of your event drives the entire show. Sometimes your vision can be a just thought. If you're more visual, your wedding vision can be a mood board or a list. Your event vision is important to us, and Events by Tyra will ensure that we share and honor your vision to make sure your big day goes off without a hitch! Events by Tyra will work with you throughout your event planning journey to help you prioritize the details of your event, and turn your ideas into a solid action plan.

All things - from your vendor team, to the food that is served, to the music that is played relies on your vision. That is why this is such an important first step.

As a part of our packaged services, we offer each client an unlimited amount of consultation and planning sessions. This is especially helpful if you need some guidance on forming your event vision. We want your event to be beautiful, and we want the day of your event to be a day that you will always positively remember. It all starts with an idea.

OUR GOALS AND OBJECTIVES

- To provide customer service that is tailored to each client throughout their planning journey. This is important because each event is different.
- To work to build trust with each couple and vendor partner. An event can be a large production, and trust is a key factor when it comes to successful planning and coordination.
- To help you plan your wedding down to the minute, to ensure flawless execution on the day of your event.



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SERVICE SUMMARY

ALL PACKAGES COME WITH UNLIMITED PLANNING CONSULTATIONS!

MONTH-OF COORDINATION - \$1750.00

- Pre-event consultation
- Unlimited planning/consultation sessions
- Vendor recommendations from preferred vendors list
- Wedding rehearsal attendance/coordination
- Month-of Vendor Management and Communication
- 1 site visit
- Day-of Timeline
- Day-of Coordination
- DIY Decor Placement

PARTIAL PLANNING - STARTING AT \$4550.00

- Pre-event consultation
- Unlimited planning/consultation sessions
- Vendor management & communication from time of deposit
- RSVP/guest list management
- Travel/hotel accommodation assistance
- Floor plan/seating arrangement assistance
- 1 site visit
- Wedding rehearsal attendance/coordination (if applicable)
- Day-of Timeline
- Day-of Coordination
- DIY Decor Placement

FULL SERVICE PLANNING - STARTING AT \$7150.00

- Pre-event consultation
- Unlimited planning/consultation sessions
- Vendor recommendation, selection and negotiation
- Review of vendor contracts
- Vendor management & communication upon vendor selection
- Detailed budget estimate
- Budget management and tracking
- RSVP/guest list management
- Travel/hotel accommodation assistance
- Floor plan/seating arrangement assistance
- Unlimited site visits during venue selection
- Wedding rehearsal attendance/coordination (if applicable)
- Day-of Timeline
- Day-of Coordination



TIMELINE OF SERVICES

THIS SECTION PROVIDES A HIGH LEVEL OVERVIEW OF NEXT STEPS.

TASK	START DATE	END DATE
PLANNING TAKE ADVANTAGE OF UNLIMITED PLANNING SESSIONS DURING YOUR PLANNING JOURNEY	DEPOSIT DATE	30 DAYS OUT FROM EVENT DATE
KICK-OFF CONSULTATION UP TO 6 WEEKS PRIOR TO YOUR EVENT, WE WILL SCHEDULE AN IN-DEPTH CONSULTATION TO DISCUSS YOUR EXPECTATIONS	6 WEEKS PRIOR TO WEDDING DATE	4 WEEKS PRIOR TO EVENT DATE
MONTH-OF COORDINATION EVENTS BY TYRA WILL COORDINATE WITH ALL YOUR VENDORS AND TIE UP LOOSE ENDS DURING THE MONTH PRIOR TO YOUR EVENT	4 WEEKS PRIOR TO WEDDING DATE	EVENT DATE



PAYMENT SCHEDULE

PAYMENT	DUE DATE
DEPOSIT 50% DEPOSIT DUE AT BOOKING	\$ 50%
REMAINING BALANCE BALANCE DUE 14 DAYS OUT	\$ 50%
GRAND TOTAL	\$ 100%

MONTHLY PAYMENT PLANS ARE AVAILABLE UPON REQUEST FOR WEDDINGS OCCURING WITHIN A YEAR FROM BOOKING. MINIMUM DEPOSIT OF \$500.00 REQUIRED.

MEET YOUR PLANNER



TYRA WHITE-WILLIAMS
LEAD EVENT PLANNER

Tyra White-Williams was born and raised in Prince George's County, Maryland. She has always been very detail oriented and excited about planning and organization. Tyra has planned many events including international vacations, weddings, and housewarmings. After planning her own wedding in Fall 2019, many potential clients reached out to Tyra in hopes of her being available to help plan their future events. That is how Events by Tyra was born.

Being on both sides of planning and coordination allows Tyra to be flexible, open minded, and realistic when it comes to events and administrative tasks. With a background in Project Management and experience with customer service, Tyra has been able to flawlessly and gracefully produce quality results for various types of clients.

Tyra enjoys wedding planning and coordination because it allows her to take her skills, education, and background, and turn it into something that is expressive, creative, and rewarding. Many people associate wedding planning and coordination with stress, but Tyra sees it as an opportunity to make magic happen. She loves the thrill of the day-of management, and enjoys the life-long client and vendor relationships that involved with producing weddings.

When Tyra is not working with wedding and event clients or working her full time job, Tyra enjoys being at home spending quality time with her wife and (fur) babies. She has somewhat of a green thumb, is a self-proclaimed "foodie", and considers herself shy, but bubbly. If you ever see her in public, stop and say hello!

PARTNERSHIPS ARE KEY!

AS A COURTESY, PLEASE SEE A LIST OF EVENTS BY TYRA'S FAVORITE LOCAL VENDORS. WE ARE HAPPY TO SET UP INTRODUCTIONS WITH ANYONE THAT INTERESTS YOU!

BAKERS

Nini's Neat Treats*

Cakes, Cupcakes, Treats, Party Favors, & More!

Out of the Bubble Bakery*

Dairy Free, Nut Free, Vegan, and Gluten Free Baked Goods

FULL SERVICE BARTENDING

Cocktails by Cryssy*

Full Service Bartender, Licensed Mixologist, Mobile Bar

FULL SERVICE CATERING

Ardmore Catering.

American Cuisine, Smoked Meats, and Wait Staff

FULL SERVICE EVENT DESIGN & RENTAL

Forever After Designs and Rentals*

Event Styling, Event Design, Event Rentals

FLORAL DESIGN

Concrete Rose Floral Design*

Weddings, Events, Signature Collections, Delivery

J. Morris Flowers

Weddings, Special Occasions, Delivery

*Denotes Black-owned business

HAIR AND MAKEUP ARTISTRY

Best Face Forward

Bridal Makeup. No Minimums. Good for Groups.

Looks by Lina

Hair and Makeup Artistry, Natural Glam, All Hair/Skin Types and Sensitivities

DISK JOCKEY (DJ)/MC

DJ Queen Spade*

All Music Genres, MC Services, Uplighting, State-of-the art sound equipment

PHOTO/VIDEO

Images by Geneva*

Weddings, Couples, and Lifestyle Portraits

Cheyenne Maciel Photography

Wedding, Engagements, Couples, Family

Quick Motion Visuals*

Wedding, Events, Corporate, Small Business, Videography

CALLIGRAPHY SERVICES

Pennmanship Calligraphy*

Weddings, Events, Acrylic Signage, Engraving

STATIONARY

Leslie Store

Semi-custom wedding invitations. **Use code ETYRA-25 for 25% off.**

LET'S KEEP IN TOUCH

WHETHER YOU'RE READY TO BOOK YOUR CONSULTATION OR WANT TO TAKE A LOOK AT SOME OF OUR PREVIOUS WORK, USE ANY OF THE LINKS BELOW TO KEEP IN TOUCH!



Contact Us

Text Line: (301) 325-9985

Email: hello@eventsbytyra.com

Website: www.eventsbytyra.com

Instagram: [@eventsbytyra](https://www.instagram.com/eventsbytyra)

Twitter: [@eventsbytyra](https://twitter.com/eventsbytyra)

Clubhouse: [@eventsbytyra](https://www.clubhouse.com/eventsbytyra)

Facebook: [facebook.com/eventsbytyra](https://www.facebook.com/eventsbytyra)

Pinterest: [pinterest.com/eventsbytyra](https://www.pinterest.com/eventsbytyra)

Find us on WeddingWire and The Knot!

WE CANNOT WAIT TO GET STARTED

REGARDLESS OF WHERE YOU ARE IN YOUR WEDDING PLANNING JOURNEY, EVENTS BY TYRA IS AVAILABLE TO HELP YOU! WE LOOK FORWARD TO BEING A PART OF YOUR VENDOR TEAM!

