

EVENTS BY EVELYN
PLANNING & DESIGN
BROCHURE
2022- 2023

Weddings & Events



Why hire a planner?

Often times clients question if they should hire a planner. I'm here to tell you hiring an experienced planner is a great investment. It can be the difference between having an event of your dreams, to having a stressful event that takes away the joy of what is suppose to be a memorable experience.

Here at Events by Evelyn, our team takes planning and coordinating to another level, our ultimate goal is to ensure you 'peace of mind' while Turning your Visions into Reality.



Past Client Testimonial

We can not thank Evelyn and her team enough for making our wedding day so amazing! Everything went so flawlessly, Evelyn was prepared, organized, caring, and fun throughout the entire process! From the moment we hired her weight was off my chest. If you're looking for a wedding coordinator regardless of wedding size, vibe, or style THIS IS THE ONE! Thank you Evelyn

~David & Sabrina

Married on September 15th, 2020

Founder and Lead Planner of Events by
Evelyn, *Evelyn Kibwana*



About



As a Certified Wedding & Event Planner, I pride myself in creating each client a distinctive and unforgettable event that fits their personality and vision. I take ample time understanding my **clients needs** and **alleviating all stressors** that goes with planning, coordinating and designing.

As a planner, I continuously network and collaborate with vendors in the event industry to ensure I provide my clients with top vendors that best suits their style and needs.

PACKAGE 1

FULL SERVICE PLANNING, DESIGNING & STYLING

\$5,500

Our Full Service Planning, Designing & Styling Package is for clients who are looking for complete oversight and management of all details for the wedding day while working cohesively alongside the onsite venue coordinator. This package includes unlimited phone calls, meetings and emails as well as all vendor sourcing, contract review, design plan ideas and rental review, floorplan + diagrams as well as unlimited hours on the wedding day itself.

Breakdown your package listing here but not limited to:

- Unlimited meetings and coordination time
- Creation and execution of a design scheme/theme
- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Vendor recommendations, negotiations and bookings
- Facilitating the ceremony rehearsal
- Unlimited time on-site with your coordinator and up to two assistants, allowing you to enjoy every moment of your wedding day without any worry of the details

PACKAGE 2

MODERATE/PARTIAL PLANNING

\$3,600

Our Moderate/Partial Planning Package is for the clients who have already started the planning process on their own but need assistance and advise on the overall logistics and event day. Clients would have already chosen a venue, and caterer, but they need your help with sourcing other vendors. This package is for clients who want to keep their active, hands-on role in planning, but they'd still like some expert consultation.

Breakdown your package listing here but not limited to:

- Wedding planning timeline preparation and creating a wedding checklist
- Source up to 5 vendors based on style/theme of wedding
- Constructing a detailed wedding day timeline
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal
- Unlimited wedding day on-site, allowing you to enjoy every moment of your wedding day without any worry of the details

PACKAGE 3

EVENT MANAGEMENT

STARTS AT \$1,600

This package is a great option for clients who are extremely hands on, organized and comfortable managing the entire wedding planning process but needs a professional to ensure the wedding day or event is executed perfectly.

Our Event Management Package starts, one month prior to your wedding day, we will work with you to gather all of the planning details, review a detailed wedding checklist, create timelines, attend a final walkthrough at your venue, and finalize timing and logistics with your team of event professionals. During the wedding weekend, we will coordinate your ceremony rehearsal, alongside your officiant, and oversee all the details on the wedding day including timing, logistics, setup, décor placement and tear-down.

***Also known as Month/Day-of Coordination**

PACKAGE 4

EVENT DESIGN MANAGEMENT

STARTS AT \$1,000

This package is for clients who needs hands-on guidance and assistance for the overall look and feel for thier event. Our team will provide direction from the right color palette to the type of decor to WOW yur guests.

Breakdown your package listing here but not limited to:

- Creation and execution of entire wedding day design
- Design visualization development & vision board
- Design/Décor Development/Management:
 - Compose Floral Design
 - Decide on Centerpieces
 - Furniture
 - Tables, Chairs, etc
 - Source Specialty Linens
 - Room layout
 - Floor plan
 - Source Backdrops
 - Source Drapery
 - Etc.
- Event Installation and Tear Down



A La Carte Services can be added to any wedding package for a custom touch.

- Design/Décor Development & Execution
- Bridal Shower Management & Design
- Rehearsal Dinner Management & Design
- Post- Wedding Brunch
- Invitations & RSVP Management
- Hotel Booking
- Monthly Planning Meetings - Checkpoint (Event Management Package)
- Order/Assemble Hotel Welcome Bags
- Event Installation & Tear Down

Next Steps

- Schedule Initial Consultation
- 25% Non-Refundable Down Deposit to secure services & event date
- Schedule first Planning, Design, Checklist Meeting within 2 weeks
- All Communication will be through our CRM system to ensure accurate and precise customer service



Let the **PLANNING** begin!



Let's bring **your**
Wedding **Vision**
Into **Reality**

[@eventsbyevelynk](#)

[eventbyevelyn.com](#)

info@eventbyevelyn.com