



VERY SPECIAL EVENTS

## 2019-20 Menu of Services & Pricing

*Both levels of service include a complimentary initial consultation meeting (in person or by phone) and access to Fancy Figs' recommended vendor list.*

### **Option One:** *Month-Of Planning Support with Day-Of Coordination*

In the four weeks leading up to the event, services include:

- Review vendor contracts and confirm services to be provided
- Floor plan review and recommendations to optimize event flow
- Rental order review and recommend adjustments as appropriate
- Rental delivery/installation management
- Assist with ceremony rehearsal direction
- Create a comprehensive production schedule, distribute to client & vendors

On the event day, services include:

- Point of contact for all vendors, wedding party, and family
- Set up oversight for ceremony and reception sites
- Ceremony direction and cueing
- Provide direction for guests, wedding party, and vendors
- Maintain communication with all vendors throughout the event
- Cue all formalities (i.e., introductions, toasts, formal dances, cake cutting)
- Distribute vendor payments and gratuities

*\$2,875 for services outlined above and up to (8) consecutive hours on-site on the event day*

### **Option Two:** *Day-Of Coordination*

Two weeks in advance of the event, services include:

- Confirmation of services and timing with vendors
- Create a day-of production timeline for vendors & distribute
  - o *Optional add-on: onsite ceremony rehearsal direction, \$100.*

On the event day, services include:

- Point of contact for all vendors, wedding party, and family
- Set up oversight for ceremony and reception sites
- Provide direction for guests, wedding party, and vendors
- Maintain communication with all vendors throughout the event
- Cue all formalities (i.e., introductions, toasts, formal dances, cake cutting)
- Distribute vendor payments and gratuities

*\$1,275 for services outlined above and up to (8) consecutive hours on-site on the event day*

**Please note:**

- Travel time is not included in the above rates. For event sites more than 30 minutes from Falmouth, travel time is billed at \$20/hour.
- Additional on-site day-of event management time is billed at \$100/hour.
- Some events may benefit from a second on-site event manager. If client and Fancy Figs agree to the addition, this service is billed @ \$65/hour.
- Fancy Figs does not sign service contracts on the client's behalf – all contracts will be in the client's names and payable directly to the service provider.

**Optional additions:**

- Provide a customized planning guide and checklist, tailored to the client's needs
- Vendor quotes, communication, and negotiation during the selection process
- Assist with securing and managing hotel room blocks
- Floor plan creation and management
- Rental order placement, review, and management
- Rental delivery installation oversight and management
- Guest welcome bag shopping, compilation, and delivery to contracted hotels
- Comprehensive budget management and oversight
- Wedding party and parent gift sourcing, compilation, and wrapping
- Customized printing: save-the-date cards, menu cards, escort cards, place cards, welcome signs, bar signs, menu signs, agenda signs, and guest favors

*Prices vary – please inquire for more information*