

new client welcome guide | packages and pricing information



Kayla Seay Events

kaylaseayevents@gmail.com

704-648-9395

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

About

Kayla



Hi! Thank you for your interest in Kayla Seay Events! I'm Kayla - a wife, friend, sister, God mama (to two of the cutest kids in the world!) and I am a luxury event and wedding planner. I started planning events in 2016 as a hobby and now have a business doing something I absolutely love. I was born in Charlotte but have been living in Gastonia since 2001 - I am proud to call this city home! I am a lover of local restaurants, live music, Cabernet Sauvignon, Gucci, and iced coffee.

I can't wait to get to know you!

Why Kayla Seay Events?

Let me start this off by saying, there are so many wonderful planners and coordinators in and around Gastonia! This industry is nothing short of amazing!

With Kayla Seay Events you are working with one person, there is no run-around, always a personalized touch, open communication and a positive supportive vibe no matter the situation. I work with state of the art software that puts all of your event details at your fingertips (seriously, it's mind blowing!). My proposal, invoice and payments are a breeze and I even offer payment plans.

I am patient, kind, respectful, maybe overly organized and I am here to be your cheerleader! Whatever you need I am here, or can be there in a jiffy with an iced coffee! When you hire a small business you not only get exclusive 1-1 support but most of the time you gain a life long friend!



What services do you
provide?



Bachelorette Party Planning

I will handle reservations, itineraries, lodging and bookings. I even offer the option to travel to your party location and decorate/stock the house before you arrive.

Events

I design, curate and bring to life events and weddings of all types and sizes. You name it, I can plan it! Whether you have a slight idea, full idea or no idea of your vision - I can help you create something amazing. Design is my sweet spot! I love to create custom color palettes, mood boards and push the limits to create events your friends, family and co-workers will be talking about for years.

Engagements

Planning to surprise the love of your life by popping the question? How exciting! I offer proposal assistance, location booking, decor, and more! This is such a special time and should absolutely be documented - Luckily I know some of the best photographers in the game. Your future fiance will never even know they are being photographed. Engagement parties are also a wonderful time to celebrate this HUGE milestone with family and friends!

Weddings, elopements, birthdays, surprise events, pop-ups, baby showers, bridal showers, bachelor and bachelorette parties, family reunions, corporate events, engagement parties, retirement parties, holiday parties, grand openings, milestone events, housewarming parties, and SO much more!

Kayla Seay Events believes that everyday is a celebration - Where there is a party, we'll be there!



EVENT PRICING STRUCTURE



events

Whether you are planning a shower, birthday, retirement party, engagement party, bachelorette party or gender reveal - we have you covered! All events are priced on a case by case basis and are subject to change according to event scope.

Event planning fee starts at \$200.

add-ons

The below add-ons are totally optional but are offered to take additional stress off of you!

- Invitation management - \$100
- RSVP management - 1- 20 guests - \$30 | 20 - 50 guests - \$60 | 50+ guests - TBD
- Event take-down - \$200

WEDDING PRICING STRUCTURE



weddings

Weddings are such an exciting time and should be celebrated, not stressed! We offer full planning and day of coordination. Whatever your needs, we'd love to help! Full planning includes complimentary wedding rehearsal.

Wedding planning fee: 15% of total budget.

Luxury planning fee: 20% of total budget

Day of coordination (Including rehearsal) - \$800

All weddings with a budget over \$40,000 are automatically considered luxury.

add-ons

The below add-ons are totally optional but are offered to take additional stress off of you!

- Invitation/Save the Date management - \$2/per Invitation or Save the Date
- RSVP management - 1- 20 guests - \$30 | 20 - 50 guests - \$60 | 50+ guests - TBD
- Event take-down - \$500

DESTINATION PRICING STRUCTURE

The logo for KS events features a large red 'K' and a large pink 'S' with the word 'events' written in a cursive script across the bottom of the 'S'.

weddings

Weddings are such an exciting time and should be celebrated, not stressed! We offer everything from full planning, partial planning or day of planning. Whatever your needs, we'd love to help! Full planning includes complimentary wedding rehearsal.

Wedding planning fee: 15% of total budget.

Luxury planning fee: 20% of total budget

Day of Planning (Including rehearsal) - \$800 + mileage/lodging

All weddings with a budget over \$40,000 are automatically considered luxury.

All weddings that are 120 miles or further from 28052 are considered destination. Mileage and lodging reimbursement will be included in your contract for 58.5 cents/mile plus cost of lodging.

add-ons

The below add-ons are totally optional but are offered to take additional stress off of you!

- Invitation/Save the Date management - \$2/per Invitation or Save the Date
- RSVP management - 1- 20 guests - \$30 | 20 - 50 guests - \$60 | 50+ guests - TBD
- Event take-down - \$500

I'm interested,

whats next?



01 We meet for a consultation - You can book that here:

02 I review your Pinterest board and create the perfect proposal.

03 You sign a contract and select a payment plan that works for you.

04 I create your event planning timeline, budget and pay the vendors.

05 You sit back, sip champagne, enjoy your event and I handle the rest!



Client *Reviews*



Marissa ★★★★★

"If you want to see the event of your dreams come to life, book Kayla right now! I had a slight idea of what I wanted for my baby shower and she took what I said and gave it life. It turned out a million times better than I ever imagined and she took time with even the smallest of details to make them absolutely perfect. I couldn't have asked for a better more seamless experience. I will be using Kayla Seay Events for all of my future events."



Megan ★★★★★

"I will forever book with Kayla Seay Events! Kayla is so friendly, professional and knowledgeable. I came to her with a few ideas and she pulled everything together to fully execute an event beyond my wildest dreams. My son, Rylen may have only turned 1 but this will be a party he hears about for years! If you choose to work with Kayla I promise you will not regret it. Her planning, communication and personality are unmatched!"



Tesa ★★★★★

"Kayla Seay Events is the best! Kayla did such a wonderful job with a gender reveal I was hosting that I hired her for my wedding. She pays such close attention to detail and is a joy to work with. I look forward to working with her again!"



FREQUENTLY ASKED QUESTIONS

The logo for 'KS events' features a large red 'K' and a large pink 'S' overlapping each other. The word 'events' is written in a black, cursive script font across the bottom of the 'S'.

Q: How soon should I book an event planner?

A: The sooner the better! Vendors book up quickly and the more notice I am given, the more planning options we will have. Ideally events would be booked 2+ months in advance, weddings 12 + months in advance.

Q: When do I pay?

A: A 50% (non-refundable) deposit is due 24 hours after signing your contract, the remainder is to be paid on a monthly basis, final payment due 1 month before the event.

Q: How do I pay?

A: We accept Venmo, credit cards (3% fee added), certified checks and cash. All checks must be made out to Kayla Seay.

Q: Do you accept payment plans?

A: Yes! 50% deposit due and then we can break the remainder out into 4 - 6 payments depending on how far in advance you book with us!

Q: I don't know what vendors to use. Can you help?

A: Yes! I have a list of some of the best vendors in the industry that we can choose from! These are highly respected venues, caterers, photographers, etc. with reviews to back up their work.

If you have any questions not listed here please reach out! I am here to help!

Social *media*



Instagram



Facebook



Contact

You can use the contact QR code above to save my contact
and book a consultation with me.

To book just click "Let's Meet".

I can't wait to meet you!