



# Events & Wedding Packages



CREATING MEMORIES THAT LAST A LIFETIME

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## OUR HEART

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*We create memories that last a lifetime while making sure our clients feel like GUESTS at their own event!*



When I started this journey as an event planner, I knew I wanted a business and a team that reflected an authentic solidarity. I wanted a brand that offered more than a just beautiful party, but a life-long partnership.

Our heart is to not only provide you with the best experience possible as you plan your event, but to celebrate alongside you, to inspire community, and to breathe life into relationships.

Consider the evergreen tree. It's the only tree that blooms year round. It's timeless and strong. It perseveres through every season. Our hope is to honor that similar strength of genuine connection. It's why we chose the name Evergreen Events.

I love making things beautiful. Whether it's fluffing a veil or adding the perfect touch to a beautiful place setting, I understand that every detail represents a remembrance.

So I invite you to take a seat. Be MY guest. Breathe. Don't miss a thing. Because by choosing Evergreen Events, we're creating memories that last a lifetime.

- Ashley Goldman *founder of Evergreen Events*

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# EVENT PLANNING

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Whether you're planning a 50th Birthday Party, Anniversary Bash, corporate event or a live event, Evergreen Events is here to make your vision come to life. Having planned a wide range of social events over the years, including Baby Showers, Bachelor/ette Parties and fabulous Christmas parties, we enjoy giving your event a unique touch so that it stands out from all of the rest. Leave the details to us so you can relax and be a guest at your own event!

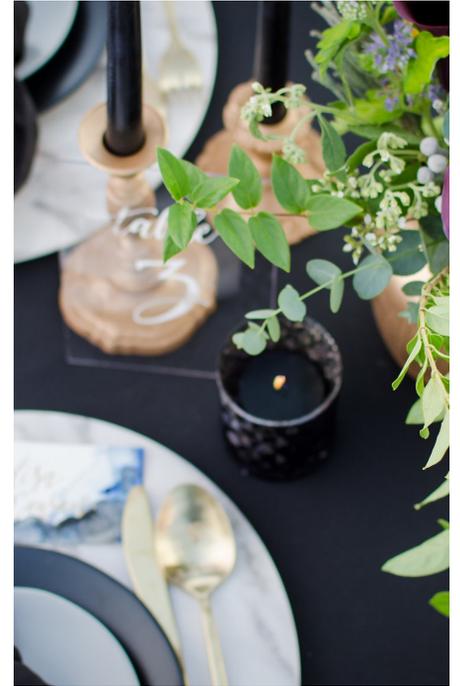


EVERGREEN  
EVENTS

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## EVENT PLANNING

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## EVENT PLANNING

Whether you're celebrating something big or small, Evergreen Events will design a custom party that leaves a lasting impression. We'll work with you to choose a theme and create the perfect décor to match. We will also introduce you to the best vendors and manage those relationships to ensure your vision is brought to life. As the host, you will have the opportunity to mingle with your guests and enjoy yourself while Evergreen Events ensures every last detail is taken care of from setup to teardown. Event Planning from Evergreen Events includes:

**Theme development**  
**Custom décor design**  
**Set up and tear down of event**  
**On-site coordination**  
**Event Planning starts at \$500**

We Plan:  
*Birthday Parties, Baby Showers, Bridal Showers, Music Showcases, Sweet 16 parties, Bachelor & Bachelorette, Grand Opening, Workshops, Photo Shoot Stylings, Anniversaries, Holiday Parties, Corporate and Office Parties!*



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# WEDDINGS

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**Our specialty is month-of and day-of planning to ensure you enjoy those last few weeks before your big day and also feel like a GUEST on your wedding day! We can step in on the day-of or 6 weeks out. Whichever package you choose we are always the point of contact on your wedding day to ensure everything goes smoothly!**



EVERGREEN  
EVENTS

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## WEDDINGS

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## DAY-OF WEDDING PACKAGE

Have you loved planning every detail and just need someone to step in day-of and run it? Then this package is for you! This package allows you to hand over all your stress to us on your wedding day so you can feel like a GUEST at your wedding! Evergreen Events Day-of Package includes:

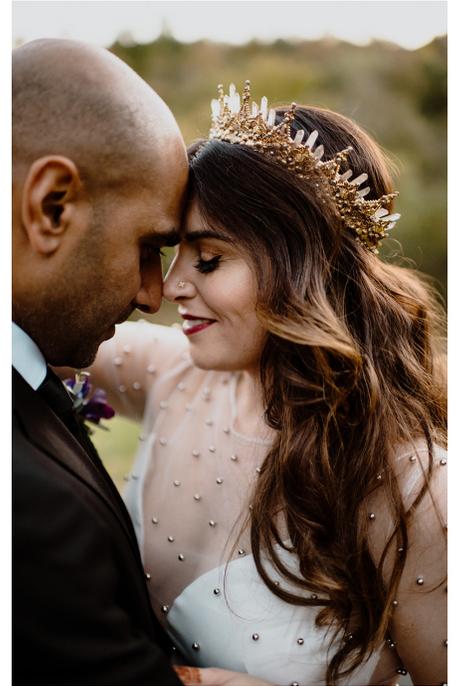
- 2 consultations prior to wedding**
- 1 hour rehearsal coordination**
- 8 hours on-site full service coordination the day of your wedding**
- Assisting with Wedding Party aisle entrances & exits**
- Point of contact for vendors and volunteers**
- Setup of small decor items**
- Day-Of Wedding Package \$800**

*\*Limited to maximum guest lists of 150 attendees. The couple is required to have all vendors booked and timeline established as well as the design diagram.*

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## WEDDINGS

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## WEDDING MANAGEMENT

Our most popular package, our Wedding Management package starts six weeks out to ensure that all the planning and hard work gets executed seamlessly. As you await your special day, you can't help but wonder if you've overlooked important details. This package is created for those who have completed the planning process, but need assistance coordinating the actual wedding, creating timelines and handling vendor confirmations. We manage and oversee all aspects of your big day so you feel like a guest at your own wedding! Evergreen Event's Wedding Management Package includes:

- 1 hour rehearsal coordination**
- Arrange all last minute details**
- Confirm with vendors**
- Create wedding day supply list for clients**
- Create detailed timelines for everyone**
- Assistance in all wedding formalities**
- 10 hours on-site full service coordination the day of your wedding**
- Wedding Management \$1700**

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## WEDDINGS

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### A LA CARTE

Find a wedding package you like, but it doesn't have everything you want? Here is the perfect opportunity to personalize your wedding planning package to specifically meet the needs you have for your wedding day. What's included:

- Vendor sourcing, meetings, and contract negotiations**
- Coordination of stamping, addressing and mailing of save-the-dates and invitations**
- Engagement Party planning and coordination**
- Bridal Shower planning and coordination**
- Scheduling of all hair and makeup appointments**
- Assistance in coordinating a spa day (manicure/pedicure appointments) for the bridal party**
- Coordination of out-of-town gift baskets, including shopping for items to be included**
- Production of all of the out-of-town gift baskets and delivery to designated hotels**
- Tuxedo/Wedding gown pick-up and delivery**
- Event design and décor on the day of the wedding**
- Prices vary depending on the add-ons you choose*





So what do you say? Lets start creating those memories that last a lifetime.



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[@evergreenevents\\_](https://www.instagram.com/evergreenevents_)

