



## Our Services

### DIY Package

\$50/hr

By-the-hour services for consultation and execution. Assistance with preparation before, during or after the event. You manage the event and I help where you need me.

### Detailed Timeline

Starting at \$150

Minute by minute preparations for your event. After your initial consultation, you will receive a portfolio with a detailed timeline for managing your own event so things flow smoothly and you know just when to handle each task.

### Day-of Coordination

Starting at \$700

Day-of coordination is for those who have already lined up their vendors, food and décor but want to enjoy their special day. Includes an initial consultation where you share your vision, your vendors/contracts/payment information. I will ensure the contracts are properly executed and be on-site for the full event.

#### *Included in Day-of Coordination Services:*

- During the 2 months prior, two meetings with the Client to cover :
  - ⇒ 1st meeting- Review all the vendor contracts provided by Client and produce a minute -by-minute timeline of the day (complimentary)
  - ⇒ 2nd meeting- Final detail meeting with client, meet at venue if available
- Unlimited emails and phone calls during the 2-month period
- Review all the vendor contracts signed and executed by Client
- Contact Service Providers for arrival and end times, including strike time
- Communicate venue's policies and procedures for unloading, set up and tear down
- Confirm all vendor orders and quantities on rental items
- Distribute Client- approved timeline to all vendors at least 1 week before event
- Distribute all final client payments and gratuities to vendors



### Additional Day-of Services Included For Weddings:

- Assist Officiant in conducting ceremony rehearsal with bridal party and family
- Communicate with musicians on ceremony song selections and cueing wedding party for processional
- Communicate and manage banquet staff regarding set ups and compliance of floor plans
- Attend sound check with band musicians/DJ and review formalities and song selections
- Direct ushers with seating and program distribution
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance
- Provide client with marriage license information upon request



### Full Event Planning Service

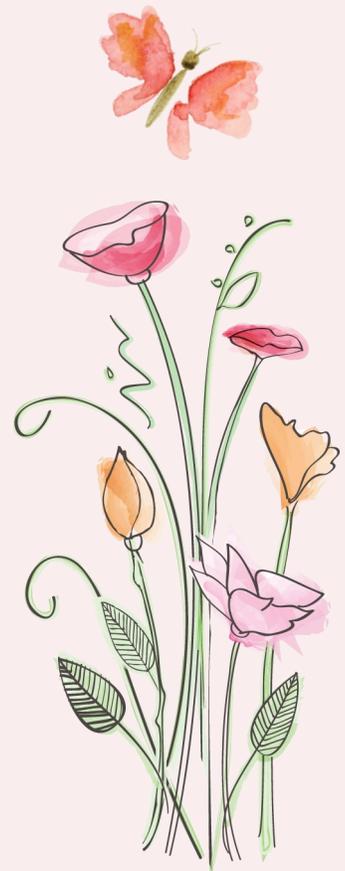
Starts at \$3000

For the busy client who wants a creative and special event fully coordinated and executed by Details! Details!

#### PLANNING:

- Ongoing access to Details! Details! for professional advice and guidance with unlimited consultation via email and phone
- Consult and collaborate with Client to discuss personal style
- Developing and prioritizing budget
- Establish color combinations, theme and design concepts
- Schedule and attend meetings with the following service providers based on Client's needs:
  - Caterer, Hotel/Venue, Florist, Photography, Videography, Specialty Linens, Custom Invitations, Musicians, Disc Jockey/Band, Lighting, Bakery
- Place orders for any rental items if needed (Chairs, Draping, Lounge Furniture, Dance Floor, Specialized China, Glassware, Flatware, Trees, Props, etc.)
- Review proposals and terms of final contracts
- Research Hotel Accommodation options & Contract Group Room Blocks
- Attend menu selection/ banquet meeting with Catering Manager and Client

(next page, please)



## Full Event Planning Service (continued)

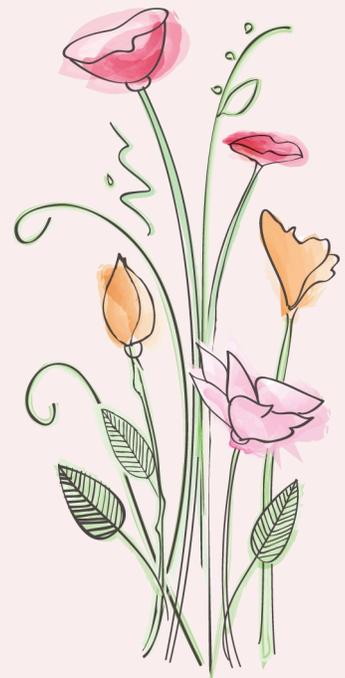
### EXECUTION:

- Review all the vendor contracts signed and executed by Client
- Produce a minute-by-minute timeline of the event
- Review and proof Banquet Event Order provided by Caterer
- Distribute Client- approved timeline to all vendors at least 1 week prior to event
- Communicate and manage banquet staff regarding set-ups and compliance of floor plans
- Prepare and handle final payments and gratuities to vendors



### *Additional Services Included For Weddings:*

- Provide vendor referrals
- Procurement of wedding favors, gifts and welcome totes
- Assist Officiant in conducting ceremony rehearsal with bridal party and family
- Communicate with musicians on ceremony song selections and cueing wedding party for processional
- Attend sound check with band musicians/ or DJ and review formalities and song selections
- Direct ushers with seating and program distribution
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance



- Please see our a la carte services on next page—



## Add-on Services

### Invitation Management

- Host provides guest names/addresses. We will address and send invitations.
- Details! Details! will track RSVPs and provide host a list of guests that need additional follow-up when deadline is reached
  - ⇒ \$300 for guest count of up to 200
  - ⇒ \$400 for guest count of over 200
- Sent on adhesive labels of client's choice, provided by client. Upcharge (\$.50 per envelope) for handwritten script

### Guest Accommodation Management

- Track accommodation requests and provide regular updates to the host on guest counts
- If block is full and additional accommodations are still needed, work with client to find alternatives for remaining guests.
- Deliver client-provided welcome bags/packets, if requested
  - ⇒ \$300 for total guest list of up to 200
  - ⇒ \$400 for total guest list of over 200

### Coat Check—Event Staffing

Details! Details! is happy to provide additional staffing services for events at \$20 per hour per person.

