

El Bee Event Design



<p>ABOUT US</p>	<p>With over four years of local event experience, we know how to make your event one to remember. From the decorations to the venue selection, we help you build your event from the ground up!</p>	
<p>WHY WE'RE THE RIGHT FIT FOR YOU</p>	<p>The press and our clients agree that our events are big hits...probably because we strive for 100% customer satisfaction. From email updates about how the planning is going to managing the day of the event, we will support you the whole way through.</p>	
<p>SERVICES OFFERED</p>	<p>Full-Service Wedding Planning</p>	<ul style="list-style-type: none"> -Planner meets with the couple in person to learn about their vision -We guide the couple throughout the entire process, attending many vendor meetings and consultations with the couple -Projecting and managing the wedding budget, keeping track of when vendor payments are due - Possibly working on the wedding design, -Recommending wedding venues and attending tours of potential venues with the couple -Create a detailed timeline of wedding day for ceremony and reception -Review and collect all vendor's contracts and information as required by the venue -Meet in person three weeks prior to finalize all details -Contact all vendors prior to wedding and be accessible for all question -Coordinate rehearsal
	<p>Day of Coordination</p>	<ul style="list-style-type: none"> -Planner meets couple 6 weeks prior to wedding at venue or meet in person -El Bee Events is handed over all details to manage the day of the wedding -Collect all Vendor information- couple confirms all details with vendors including insurance requirements and signing vendor forms -Create Timeline for wedding day -Send timeline to all vendors -Coordinate Ceremony -Set out place cards, menu cards, table numbers, and wedding items -Greet vendors day of the wedding -Coordinate timeline with MC or DJ -Assist bride, groom, and family on day of wedding -Gather personal belongings for couple and hand off to assigned person -Includes 8 hours of wedding coverage *Assistant may be required based on number of guests and details of wedding set up

	Consulting and Vendor List	Let's assume you don't like my style, but you want to take advantage of my expertise and get access to my top vendors' list. Well this is what consulting is about. You are bound to no limitations.
SCOPE OF WORK	Hassle free wedding planning without worrying about the smallest detail! Just bring yourselves to the dance floor and enjoy the biggest day of your lives	
PROPOSED TEAM LEADS	We will meet with your either virtually or in person depending on your preference and set up upcoming appointments for progress check	
SPECIAL REQUIREMENTS	Licensing, permits, insurances, etc.	
PRICING / PAYMENT	Day of Coordination.....\$995 Wedding Management..... \$1,495 Partial Planning..... \$1,795 Full Wedding Planning \$2,995 Consulting and Vendor List....\$65 (hourly rate)	

ESTIMATED FEE COSTS	Wedding Management starting at \$1,495 plus venue and supplier sourcing, event set-up, registration and on-site coordination, wrap-up, etc. done for Full Wedding. Minimum number of hours contributed for Full Wedding Planning are 40.
ESTIMATED HARD COSTS	Venue rentals, catering, signage, bar, giveaways, photographers, A/V, entertainment, staging, etc.
ESTIMATED TOTAL	\$2,995 for full-on coordination