



BIRTHDAY CELEBRATION, BABY SHOWER, GRADUATION PARTY, ENGAGEMENT PARTY

DAY OF COORDINATION – *Best* for clients who already have their venue, vendors and décor selected, but require the assistance on event day to ensure a flawless, worry-free experience. **Investment starts at \$1300** (based on 6-hour event time).

Attend one site visit	Vendor point-of-contact and coordination
Present during vendor set-up/breakdown and the entire event	Guest relations - manage any issues that may arise with your guests
Oversee event set up/breakdown	Itinerary for the evening to ensure proper time management
Includes assistants based on the number of guests	

EVENT DESIGN PACKAGE – *Ideal* for clients who require assistance with the “style” of the event, already has the venue selected, but does not have a need for day of coordination. **Investment starts at \$795.**

Attend up to 3 site visits/vendor meetings prior to event	Assistance with theme selection, colors and event design
Vendor selection and negotiations	Décor selection
Budget planning	Vendor selection & negotiations
Décor set up/breakdown	

FULL SERVICE – *Perfect* for clients who require assistance with every aspect of their event; venue, theme, décor, setup/break, invitation design, etc. This packages allows our client the luxury of just “showing up” to their event. **Investment starts at \$1750** (based on 6-hour event time)..

Attend up to 4 site visits/vendor meetings prior to event	Assistance with theme selection, colors and event design
Vendor selection and negotiations	Décor selection
Budget planning	Décor set up/breakdown
Present during vendor set-up/breakdown and the entire event	Guest relations - manage any issues that may arise with your guests
Catering tastings set-up	Itinerary for the evening to ensure proper time management
Includes assistants based on the number of guests	

**Prices subject to change and final cost determined by full scope of work. Deposit (50%) due before any work is performed. Full payment due 14-days prior to event. Costs does not include vendor fees, set-up/breakdown costs, deposits, delivery cost. Revised 1/2021.*