



Event Coordinating Services

No two events are alike, so the services of an event consultant differ with each function. Each package is customized to accommodate each group or business. With the initial complimentary first meeting offered by Johnell, the planning committee is able to choose the exact service that is needed in planning their important event. However at An Affair to remember we have an extensive knowledge on what is required to plan many types of standard events, therefore we have packages to choose from as well.

Package A: Where do we begin? Who do we call? \$600.00

This package is for the group or individual that have the resources to plan out the event, however they have less experience and not many contacts.

Package A: Where do we begin? Who do we call?

This package offers:

- Initial consultation
- Two separate meetings - 2 hours per meeting
- Discuss event expectations
- Outline event planning process
- Discuss suggested budget and timeline
- Provide an event planning packet that provides timelines and checklists
- Provide a list of professional vendors and sites
- Provide a suggested event week agenda and timeline
- Offer suggestions of each area of event
- Provide samples of invitation addressing format
- Etiquette guidance



Package B: Day of Coordination \$600.00

This package is for the group or company that has all of the resources to plan the function, but need to attend to either customers or employees the day of the function, i.e. networking or recognition.

Package B: Day of Coordination

This package offers:

- Initial Consultation
- Pre-event planning meeting
- Arrive at event site prior to check on facility and details
- Assist with site set-up
- Coordinate with vendors to insure everything is in place for event
- Set up planned activities

- Assist with flow of traffic and helping everyone get where they need to go
- Inform guests of itinerary and logistics of event if needed
- Coordinate with photographer to ensure all photographs needed are taken
- Coordinate with media and press to make sure they get what they need
- Hostess to all VIP's and make sure they get VIP treatment
- Assist with clean-up
- Ensure all payments are made to vendors

Package C: Event Weekend Wrap-up \$1500.00

This package is for the group or individual that can plan the bulk of the event but could use some guidance on planning, budget and set up, as well as vendor contacts and planning resources such as budget, agendas and etiquette.

Package C: Event Weekend Wrap-up

This service offers:

- Complete Event Weekend Wrap-up
- Initial meeting to review all services contracted by the group
- Two meetings on site to review the plans and details
- Provide a event week agenda and contact list for the professional
- Coordinate with the planner
- Event week- personally contact each vendor contracted.
- Coordinate all event items- such as activities, supplies, and
- Day before to coordinate set-up
- Event Day Coordination



Package D: Platinum Package-Preparation, Planning and Completion -90-120+ Hours

Customized to fit the needs of the group or individual this package provides everything you need to execute a successful event. From preparation to completion you will only have to convey your vision of the event, supply an invitation list and make key decisions when needed, the rest will be left up to An Affair to Remember to provide you with the ideal event you had imagined!

Package D: Platinum Package-Preparation, Planning and Completion

- From Planning to Completion all things covered
- Initial meeting to get an overview of wishes, vision and desires
- Create a notebook with timeline fit to your schedule budget and samples
- Comprehensive list of area of professional vendors
- Arrange appointments with professional vendors and attend meetings
- Etiquette guidance and suggestions
- Set up transportation from hotel to event for out of town guests
- Set up accommodation blocks for out of town guests
- Unlimited phone calls and e-mails
- Continuous update of details and payments between professionals and contact
- Assist with communications with attendees
- Provide event site rules to contracted professionals
- Choosing and planning for invitations and thank you notes

- Assist VIP's, Speakers and Special Guests on their role at the event
- Two weeks prior to event review agenda and Emcee plan
- Set up meeting with event musician to select music with program order
- Set up final event meetings with vendors and attend
- Obtain all necessary day of items, goodie bags, programs, etc.
- Create a detailed itinerary, contact sheet and map for the event vendors
- Personally contact each vendor event week to ensure their contracted services
- Work with in house contact on seating and arrangement of people
- Conduct a dry run with Emcee and speakers with on site (if possible)
- Direct and assist at rehearsal-providing each person needed with a event day agenda
- Provide a day of emergency kit to be available during event
- Distribute final payments and tips to vendors
- Coordinate with the florist- the flower distribution for the event
- Direct the seating of guests
- Assist with clean-up if necessary



This package also includes the services of an assistant the day of the event.

Customizes Packages are available. Please feel free to determine the desired services and we will customize your services according to your needs. Services are limited to those specified above. An hourly rate of \$50.00 may apply to services beyond the negotiated time frame.

- Weddings, Rehearsal Dinners, Showers, Bachelor/ette Parties
- Golf Tournament- Approx-135-180 Hours
- Fundraising Event- Approx- 75-95 Hours
- Corporate Meeting- Approx- 20-35 Hours
- Special Occasion Party i.e. Anniversary, Birthday, Graduation etc. Approx 20+ Hours

Johnell Huebner~ 512-659-9571~ Johnell@ClearlyClassyEvents.com~ ClearlyClassyEvents.com