



Where do we begin? Who do we call? \$750

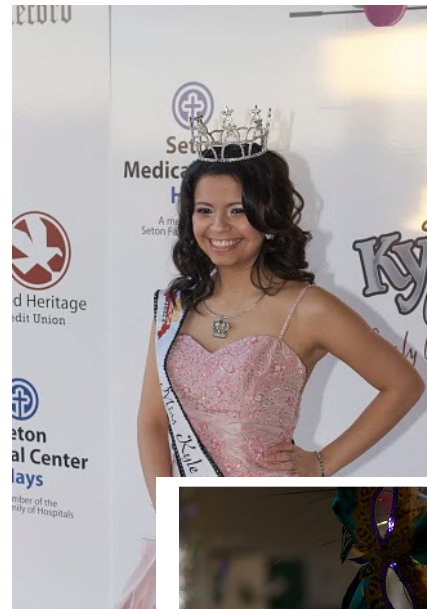
This package is for the group or individual that have the resources to plan the event, however they have less experience and need help getting started.

Initial Consultation Meeting: (2 hours per meeting)

- ❖ Complimentary meeting to discuss theme and expectations of event
- ❖ Outline the event planning process
- ❖ Discuss the budget and timeline of event plans
- ❖ Provide an event planning packet that includes timelines, checklists, etc.
- ❖ Provide a list of professional vendors and sites
- ❖ Provide a suggested event week agenda and timeline
- ❖ Will assist in developing marketing ideas, that suit the event
- ❖ Will provide a range of fundraising ideas

Following Meeting: (2 hours per meeting)

- ❖ Assist in selection of vendors and sites that best suit the theme of the event
- ❖ Offer suggestions of each area of event
- ❖ Provide samples of invitation addressing format
- ❖ Will offer etiquette guidance and suggestions



Customized Packages are available! Please feel free to determine the desired services and we will customize your services according to your needs. Services are not limited to those specified above.

In addition to Event Services we also provide the following Services:

- Weddings, Rehearsal Dinners, Showers, Bachelor/ette Parties
- Golf Tournament
- Fundraising Even
- Corporate Meeting Special Occasion Party i.e. Anniversary, Birthday, Graduation etc.