



Day of Coordination \$750

This package is for the group or company that has all of the resources to plan the function, but need to participate in the event and cannot coordinate the day of, i.e. networking or recognition.

Initial Consultation Meeting:

- ❖ Complimentary meeting to discuss theme and expectations of event
- ❖ Outline event planning process
- ❖ Discuss budget and timeline of event plans

Day of Event:

- ❖ (1) Coordinator and (1) intern will be present to provide service for the day of the event
- ❖ Arrive at event prior to client 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 every person get where they need to go
- ❖ Inform guest of itinerary and logistics of event if needed
- ❖ Host to all VIP's to ensure they get VIP treatment
- ❖ Coordinate with photographer to ensure all photographs needed are taken
- ❖ Coordinate with media and press to make sure they get what they need
- ❖ Ensure clean up is completed by vendors and assist when needed
- ❖ Ensure all payments and tips are made to vendors
- ❖ Will provide a day of emergency kit to be available during event



***Prices are based on 250 guests or less**

Customized Packages are available! Please feel free to determine the desired services and we will customize your package 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 Event
- Corporate Meeting Special Occasion Party i.e. Anniversary, Birthday, Graduation etc.