



Event Wrap-up \$1,500

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.

Initial Consultation Meeting:

- ❖ Complimentary meeting to review all services contracted by the group or individual
- ❖ Discuss budget and timeline of event plans
- ❖ Develop list of VIP's
- ❖ Personally contact each vendor a week prior to the event to confirm their contracted services



(2) Pre-event Planning Meetings on Site:

- ❖ Meet with client on site to review the plans and details of event
- ❖ Provide a event week agenda and contact list for the professionals-provide map if ne
- ❖ Coordinate with the planner
- ❖ Etiquette guidance and suggestions



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 the day prior to the event as well as hours before event starts
- ❖ 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 and ensure they get VIP treatment
- ❖ Coordinate all event items- such as activities, supplies, goodie bags, etc.
- ❖ 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; 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 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 Event
- Corporate Meeting Special Occasion Party i.e. Anniversary, Birthday, Graduation etc.

www.ClearlyClassyEvents.com