

Event Services

Unlimited consultation via email, phone, Facetime, Skype, etc

Unlimited consultation face-to-face*

Discussion of theme, style, etc

Vendor Coordination

- Schedule Meetings
- Attend Meetings
- Point of Contact

Manage Vendor Contracts

Vendor Timelines

Vendor Confirmations

Site Visit Prior to Event

Budget Tracking

Manage Payment Schedules

Monthly Checklist of To-Do Items

Manage Guest Information

Hotel Accommodations

Transportation Coordination

Invitations

RSVPs

Décor Rental Included

Décor Setup

Décor Cleanup

Seating Chart

Organize Photography List

Event Day of Coordination

Include but not limited to:

- Order of events
- Vendor Coordination
- Photography Coordination

Unlimited Event Day Coverage