

Full Service Event Planning Package

OVERVIEW: This package is perfect for people who do not have the necessary extra time to plan their event or want guidance from a professional. You can be involved in as much or as little as you would like. Let us do all research, coordinate with vendors, visit sites, design stationary, budget formulation/guidance and all other elements involved in planning your event. This package includes unlimited meetings, phone and email conversations.

INCLUDES THE FOLLOWING:

- 1. Initial Planning Meeting-** This happens once the contract is signed and deposit is paid. Before we start the planning process, we will schedule a meeting either in person or over the phone/zoom to discuss where you're at in the planning process whether you're starting from scratch or already booked a few vendors. We will go over your overall vision for your event, budget and walk you through the planning process.
- 2. Event Design & Styling-** We will style and design your event through vision board development and floor plan layouts. Create a detailed inventory for each space, function and table.
- 3. Budget Formulation-** Develop a budget and keep track of expenses via google sheets
- 4. Vendor Coordination-** Gather proposals from vendors in every category. We only work with reputable and professional vendors that will execute your event in the way you have envisioned. The client will ultimately choose the vendors, sign the contract and arrange for payment. We will coordinate all logistics.
- 5. Presence at vendor meetings-** We would be happy to attend any meetings with florists, musicians, site visits, caterers and anyone else involved in your event.
- 6. Timeline-** We will create a detailed itinerary for the day of your event that will be sent to all Vendors and participating parties prior to the day. For weddings, this will include Morning, Ceremony and Reception.
- 7. Rehearsal Direction (Weddings only)-** Our team will organize the wedding ceremony, processional and recessional. Alert Wedding Party of their responsibilities the day of, where they need to be the day of and at what time. We will help line up your bridal party and go over all ceremony details. (Only included if on weekday evenings)
- 8. Event Management-** Our role is to prevent and fix any problems that may arise during your event. This includes notifying people of where they are supposed to be, guiding your guests to locations, ensuring catering staff is pouring champagne for a toast etc.. This will allow you to enjoy quality time and special moments at your ceremony and reception. We will make sure everything is in order so you don't have to.
- 9. Regular Meetings and Unlimited Correspondence-** It is important that we help you along the entire process. Our team is always available by phone or email. Tracking the planning progress and making sure all details are in place for your event.

Fee= Pricing is based on the event: the number of people at the event and the complexity of the event. This works best for both parties involved.

Please Note: This fee does NOT include any of the costs of the venue, catering, decor, entertainment, etc. only the event planner service fee.

CONTACT US TO BOOK

WWW.CMCPARTYPRODUCTIONS.COM