



PASSION · FLAIR · PERSONALITY

www.splendideventsllc.net

Social Event Planning Packages

Package A – Essential Elements

Don't know where to start? Our team will assist you with research, recommendations, and setting up the basic foundation of your event.

This Basic Planning Package includes:

- ❖ Consultation and booking for venue, caterer, and entertainment
- ❖ Vendor recommendations
- ❖ Budget and event checklist development
- ❖ Venue walk-through (maximum of 1)

Includes up to 4 in-person meetings (up to 1 hour each or 4 hours total) including the initial consultation and final pre-event meeting. Email and phone call correspondence is unlimited.

Planning Fee: \$500

Package B – Simplified Soiree

Need additional help in planning the event details? This package is perfect for the family member or friend with little to no spare time to work on these important items. We will do the leg work for you!

This Partial Planning Package includes:

- ❖ Consultation and booking for venue, caterer, and entertainment
- ❖ Vendor recommendations and contract negotiations
- ❖ Budget and event checklist development
- ❖ Assistance with menu development and suggestions on food/beverages
- ❖ Event layout plan and design
- ❖ Venue walk-through (maximum of 2)
- ❖ Consultation on invitation design and referral of printing company
- ❖ Assistance in purchasing party supplies and assembling party favors/bags

Includes up to 6 in-person meetings (up to 1 hour each or 6 hours total) including the initial consultation and final pre-event meeting. Email and phone call correspondence is unlimited.

Planning Fee: \$1,500

Package C – All-Inclusive Affair

Feeling the pressure of planning your event and desperately need someone to take over? No need to fret. We will handle all the small-to-large details for you from start to finish!

This Full-Scale Planning Package includes:

- ❖ Consultation and booking for venue, caterer, and entertainment
- ❖ Vendor recommendations and contract negotiations
- ❖ Budget and event checklist development
- ❖ Timeline planning
- ❖ Consultation on invitation design and referral of printing company
- ❖ Event layout plan and design
- ❖ Coordination with vendors throughout planning process
- ❖ Venue walk-through (maximum of 2)
- ❖ Rental of event décor and equipment
- ❖ Manage event checklist, timeline, and budget
- ❖ Assistance with purchasing party supplies and assembling party favors/bags
- ❖ Vendor confirmation prior to event
- ❖ Day-of coordination including setup and breakdown (2 coordinators on site)

Includes up to 8 in-person meetings (up to 1 hour each or 8 hours total) including the initial consultation and final pre-event meeting. Email and phone call correspondence is unlimited.

Planning Fee: \$3,000

Package D – Day-Of Coordination

Designed for those who enjoy hands-on event planning but prefer to enjoy the event day without the stress, this package is for you. We will manage all aspects of the event day so you can relax and enjoy.

This Day-Of Coordination Package includes:

- ❖ Décor setup prior to event
- ❖ Confirmation of vendors prior to event
- ❖ Communication and coordination with venue and vendors
- ❖ Timeline execution
- ❖ Implementation of all client-specific requests
- ❖ Ceremony rehearsal coordination (up to 1.5 hours)
- ❖ On-site coordinator (up to 10 hours prior to and during event)

Includes 1 in-person meeting (up to 1.5 hours) to discuss event day needs. Email and phone call correspondence is unlimited.

Note: Breakdown of décor and supplies is available at an additional \$150 fee (up to 2 hours).

Coordination Fee: \$900

Additional Hours

Have one of our packages in mind but need more help? You can add more time to any package for \$75 per additional hour.