



EVENTS

Consulting & Administrative Services

Full-Service Event Consulting & Coordination

\$ Custom

Consulting services offered to clients who require guidance & advice on event planning, budgeting, timeline creation, vendor selection, & overall event strategy.

- UNLIMITED EMAIL & PHONE CORRESPONDENCE FROM DATE OF HIRE.
- EXECUTION OF EVENT SERVICE DETAILS FOR UP TO **8 HOURS**, DAY OF.
- MANAGEMENT OF RENTAL INSTALLATIONS FOR EVENT, UP TO **8 HOURS** 1-2 DAYS PRIOR TO EVENT.
- SERVICES INCLUDE VENUE SELECTION, LOGISTICS MANAGEMENT, UNLIMITED ADMINISTRATIVE COORDINATION, PREPARATION & MANAGEMENT OF CLIENT'S EVENT BUDGET WITH PROJECTED EXPENSES, DIRECTLY COORDINATE ALL ARRANGEMENTS WITH VENUE OR CATERER (MENU SELECTION, TABLE & ROOM DECOR, ROOM LAYOUT), PARKING, EXECUTION OF EVENT TIMELINE, COORDINATE SEATING ARRANGEMENTS WITH DESIGNATED INDIVIDUALS, ASSIST WITH GUESTLIST MANAGEMENT.
- FINAL RECONCILIATION OF INCOME & EXPENSES TO ARRIVE AT NET REVENUE – IF REQUESTED.

*PRICING CUSTOMIZED BASED ON PROJECT SCOPE, COMPLEXITY, STRATEGY, & CUSTOMIZATION.

**ADDITIONAL FEES APPLY.