

Events by Emily Events Package –

 HEAVY Planning package

* I will research venues and vendors, receiving pricing information, and requesting samples.
* I will assist with set up and attend any meetings with vendors
* I will be the main point of contact for all vendors and venues
* I will be responsible for booking all vendors including:
	+ Receiving contracts to be signed by client
	+ Delivering payments from client to vendor
* Client and I will visit the venue for an initial site tour and then a second walkthrough one month prior to event date
* Collaboration with the planner on an event timeline and schedule for the day of
* Meeting two weeks prior to go over the event timeline and all details for the event.