Events by Emily Events Package –

Day of Event Coordination package

* Consistent communication with vendors to arrange load-in and load-out times and discuss wedding program
* Meeting with the planner one month prior to the event date to finalize the program
* Unlimited phone calls and emails to the planner two weeks prior to the event date
* Planner on site day before the event to manage set-up and manage any vendors load-in
* Planner on site day of the event from set-up until breakdown is completed.
* Planner manages all vendors load-in and load-out
* Planners coordination of the event from start to finish\One-two additional event assistants on the day of the event to assist planner with set-up and break-down