Events by Emily Events Package –

Full Planning & Day of Coordination 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.

*(Continued)*

* 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
* Labor for additional staff as needed.