Events by Emily Events Package –

 Light to Moderate Planning package

* I will research venues and vendors, receiving pricing information, and requesting samples.
* Client will be main point of contact with all vendors including:
	+ Negotiating and signing of all vendor and venue contracts
	+ Submitting all Payments and deposits
* 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.
* Planner will take over as the main point of communication 6 weeks prior to the event date and will discuss the event timeline and program.