



Full Service Event Planning Package

*"A comprehensive event package for the clients who desire personal assistance planning every detail of their signature event from concept to execution.
Enjoy a stress-free journey to create your signature event!"*

Planning Phase

Includes Month-of Coordination Services in addition to:

Prioritizing your budget:

- ❖ Budget development, prioritization and management

Securing your ideal venue:

- ❖ Location scout for event sites that meet budget and stylistic needs— includes venue research, review, coordinate appointments, in-person visits (actual number based on needs) & selection
- ❖ Contract review & negotiation

Pairing you with and securing the right team of vendors:

- ❖ Identify professional vendors within each category, based on your budget and stylistic needs
- ❖ Verify vendor availability and pre-negotiate signature value they can provide
- ❖ Pull customized proposals, as needed
- ❖ Arrange and attend vendor meeting(s) (actual number based on needs)
- ❖ Contract review & negotiation
- ❖ Vendor payment schedule & alerts

Creating your signature event design & details:

- ❖ Event design inspiration presentation to determine wedding design direction (explores design looks & feels)
- ❖ Final inspiration board for Client's approval
- ❖ Attendance at preliminary floral design meeting(s)
- ❖ Recommendations and guidance on rental & design vendors
- ❖ Pull customized proposals
- ❖ Attend design vendor preliminary/planning meetings (actual number based on needs)
- ❖ On-going exchange of décor ideas and signature details
- ❖ Ensure design cohesiveness; assist with: linen selection, invitation & paper elements, rental items, props, cake design, menu tasting & selection and/or favors/gift planning
- ❖ Logistics planning; on-site visits
- ❖ Coordinate Design Sample Meeting with vendors to finalize design & tabletop details

Assistance with additional planning services (optional):

- ❖ Planning, assembling and delivering of guest welcome bags, give-aways, etc.
- ❖ Coordinate transportation arrangements & itinerary
- ❖ Coordinate driving directions & maps
- ❖ Coordinate hotel accommodations

**Actual price dependant upon customized package, location,
number of guests, event details and staff needed.**

ALL PACKAGES ARE CUSTOMIZED TO MEET YOUR NEEDS.

CONTACT US TODAY FOR A COMPLIMENTARY

CONSULTATION. Tel. 805.604.5681 | Fax. 833.224.2141

info@myextravagantaffairs.biz | www.Myextravagantaffairs.biz



Month-Of (AKA Day-Of) Coordination Package

"For the client(s) who has planned their event, but desire professional coordination and execution of their signature day. Relax and enjoy your celebration...leave the details to us!"

Planning Phase

Creating your event day blueprint:

- ❖ Initial Event Timeline Development Meeting
- ❖ Develop, update & manage Event Timeline
- ❖ Develop & manage Event Day Checklist
- ❖ Develop and manage Production Schedule (including vendor set-up and strike)
- ❖ Final Event Timeline & Details Meeting

Coordinating the logistics and details:

- ❖ Event site walk-through (Client secures location(s))
- ❖ Floor plan assistance
- ❖ Assist in planning event flow & formation

Coordinating the details with your contracted vendors:

- ❖ Review vendor contracts (Client secures vendors)
- ❖ Coordinate logistics with venue & vendors
- ❖ Distribute & review approved Event Timeline and Production Schedule with vendors
- ❖ Final vendor confirmations

Providing on-going professional guidance:

- ❖ On-going communication
- ❖ On-going etiquette advice

Execution Phase

Coordinating your Rehearsal:

- ❖ Orchestrate event (or support venue on-site coordinator)
- ❖ Distribute and review Event Timeline to venue and vendors
- ❖ Review/deliver personal items

Coordinating and executing your event day:

- ❖ Oversee set up of event site(s)
- ❖ Set up all personal items (including programs, favors, give-aways items, etc.)
- ❖ Coordinate & execute flow of event
- ❖ Oversee all vendor commitments
- ❖ Deliver final payment and/or gratuities to vendors
- ❖ Ensure all personal client(s) items are packed and placed in designated location
- ❖ Provide Emergency Kit
- ❖ Assistant Coordinator(s) to be included in customized proposal based on guest count and event details

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