



## *Event Management & Coordination*

The job of an event planner or coordinator is ensuring that your day goes according to your vision and overseeing specified tasks throughout the planning of your event. We will assist with the planning process, finding trusted vendors, researching ideas, and even doing some of your shopping for you! We're typically hired 3 months to a year before your party or event depending on how involved we are in your process.

We'll oversee the details so you can be a guest at your party and can enjoy time with friends and family!

### **What's included in your Event Coordinator package?**

#### **Pricing begins at \$1,200**

- Initial call to learn your vision and expectations
- Discuss design elements including color scheme, and style
- Preview site location and discuss layout and timing
- Recommend trusted vendors, assist with contract negotiation
- Research and order rentals (tent, tables, chairs, caterer, special entertainment, etc.)
- Assist with customized cake or dessert design, order & coordinate delivery
- Unlimited correspondence up to the day of your event
- Confirm with vendors the venue address, arrival times, and contractual obligations
- Discuss timeline, answer last minute questions, and go over event day specifics
- Meeting with venue/caterer if applicable, finalize menu

#### **Event Day**

- Arrive onsite 1-2 hours before event begins and includes 4-6 hours at event
- Set-up of personal items, signage, table favors, gift or card table
- Point of contact for vendors, oversee catering, entertainment, and specialty vendors
- Ensure buffet, drink station, or bar is ready for guests
- Greet guests and welcome to party
- Direct events to keep the party flowing smoothly and on schedule
- Handle day of logistics and any last-minute emergencies

#### **Add-on Services**

- Bartending or drink station service-Includes 1 bartender, portable bar, bar tools, and more
- Assistant day-of party to help with set-up, serving, bussing tables, clean-up
- DIY Photobooth with backdrop & Ring light tripod, up lighting, photo props
- Rental of table votives, easel, drink dispensers, catering supplies, 6ft tables, and more
- Customized favors, Saratoga themed welcome bags