

Extraordinary Planning Package (All-Inclusive Planning)

This is for our clients who want help with the whole nine yards - from start to finish. Full-service packages are all-inclusive – they capture all the services we offer – design & extensive planning of the entire event as well as day-of-coordination.



For an all-inclusive design, planning, & coordination experience, packages begin at 18% of the event's budget. This option is more appropriate for larger-scale, more elaborate events, requiring an extensive amount of planning time &/or an event with a sizeable amount of invited guests. Additional planning hours are billed at a discounted rate of \$60/hour.

Fundraisers or charity events receive an additional 10% discount off the total package price. Qualifying non-profit organizations & military may receive discounts as well. No matter which package you choose, we will determine your financial plan in our first meeting & commit to helping you secure the perfect vendors (& speakers, if applicable) within your overall budget.

For an all-inclusive event package, we help you with any or all the following:

- ✓ Coordinating with the client & other contacts on all aspects of the event
- ✓ Helping the client write speeches
- ✓ Venue selection for events
- ✓ Selecting a unique theme or style, overall décor including, floor plan & layout
- ✓ Creating & managing event timeline
- ✓ Selecting vendors/suppliers, contract negotiation, confirmation & final payments (catering; entertainment; photographer/videographer, florals, lighting, etc.)
- ✓ Invitations, event website, menus, event programs, party favors, welcome bags & event thank you's
- ✓ Guest list management (activity research, coordination, seating chart assistance)
- ✓ Transportation & lodging
- ✓ On-site event day coordination (set-up & breakdown of all event activities)
- ✓ Budget management & coordination
 - For fundraisers, we also include:
 - ✓ Investigate need for any special permits, licenses, insurance, etc.
 - ✓ Ascertain sponsors & donors & confirm their contributions
 - ✓ Work with a specialized marketing team to create a marketing campaign
 - ✓ Develop a plan for the sale of tickets or collection of donations
 - ✓ Manage event volunteers or staff, providing specific roles & training for them
 - ✓ Additional assistant(s), if desired (additional cost)

(Please note the quoted price is for Exceptional Occasions' services only; it does not reflect the cost of services from other vendors you choose (e.g., venue, decor, catering, music, etc.)