

## Exquisite Support Package (Event Day On-Site Coordination Only)



While many clients enjoy tackling the planning beforehand, they will agree that they do not want to have to worry about anything on the day of the event. Nor do they want this worry falling to others who should otherwise be enjoying themselves.

Event Day On-Site Coordination is an incredible option to set your mind at ease so you can simply focus on achieving your objectives! This is where you leave all the set-up, troubleshooting, and wrap-up to us. Packages start at \$600 and about 10 hours of total service.

What is included:

- ✓ Meet with the client for approximately two hours prior to event (at least 1 month out) to discuss overall vision for the event; we will also create/review schedule and contracted services. We want to make sure you have everything you want in place and that nothing has been overlooked.
- ✓ Up to two hours of phone support for the month prior to event for last minute details, etc.
- ✓ Confirmation of services with all vendors 2-3 weeks prior to event
- ✓ Full day of set-up and wrap up of all the details of the day of event (usually 6-8 hours)
- ✓ Exceptional trouble-shooting and flawless day-of-coordination
  - ✓ Additional assistant (if desired, at additional cost)