


## 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:

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- ✓ 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
  - ✓ Event day on-site 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.)