

Holiday Party Nov + Dec 2017

Lace & Brass Events

Event Planning \$1,000

Planning & Organizing

- Initial consultation in person or over phone depending on location
- In person meetings as needed
- Unlimited phone/email planning
- Access to preferred vendor list
- Research & presentation of all venues/vendors based on budget
- Schedule/attend vendor appointments as needed & review contracts
- Detailed online checklist to keep you updated on progress
- Custom party styleboard created
- Manage budget & track payments
- Manage & track RSVPs
- Venue walk through
- Timeline creation
- Vendor confirmation 1-2 weeks before wedding

Day of Party

- Coordination for entire event by Planner
- Meet and greet all vendors and help prepare venue
- Setup and design linens, table settings and any light decor
- Timeline management of the day
- Coordinate entertainment
- Hand out final vendor balances & tips
- Be prepared to meet any emergency situation that may arise

Extras

- Event Design: We can provide, set up and take down all of the decor
- Custom invitations created, ordered & mailed out
- More than 25 guest? No problem!

Additional Information

Payment Information

- A non-refundable retainer of \$300 is due with signed contract to hold your event date.
- The remaining balance of \$700 would be broken up into (2) 50% Payments as follows:

\$350 due 6 weeks before event

\$350 due 2 weeks before event

-You are responsible for paying vendors directly. All vendor/service contracts will be between you and the vendor/service provider.

-Traveling fees are not included in the above price.

Please Note

- Package does not include cost of any decor or supplies, linens, stationery, etc. Package also does not include any event design, but can certainly be added see our Event Design package! Package is based solely on our service.