

One Fine Day

www.onefinedayct.com

860-837-4096

CELEBRATIONS



PLANNING ASSISTANCE FOR SPECIAL EVENTS



Package Includes

- Meet with you twice in person + offer access to our team via email, FaceTime, & phone
 - Help you set a budget and keep it
- Book venue(s) and hire all necessary vendors
- Assist with renting and choosing decor and party supplies
 - Create Mood Board to display the depicted design
- Offer suggestions for entertainment
- Stuff, Stamp, & Mail out invitations (or send evites)
 - Keep track of RSVP's and report headcount to caterer
- Assist with seating arrangements
 - Create Floor Plan
- Set up hotel block if necessary
 - Create itinerary for day of
- Be on site from start to finish on the day of the event
- Do final touches on the decor/ensure things are perfectly placed
 - Check in vendors
- Be main contact for guests or vendors with questions

EXTRA: Set up & Take Down Fees begin at \$500