

# CELEBRATIONS



PLANNING ASSISTANCE FOR SPECIAL EVENTS



# Package Includes

- Meet with client up to three times in person & offer access to our team via email, Zoom, Face Time, & phone throughout the planning journey
  - Help you set a budget, and keep on track financially
- Set up monthly "check in" meetings with the client to update them on the planning process
- Keep track of all documents/contracts on Google Docs, and share with client
  - 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
      - Create Floor Plan(s)
    - Create itinerary for day of
      - Set up hotel block(s)
    - Book day of event transportation for guests
      - 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
  - 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 & greet guests
  - Be main contact for guests or vendors with questions
- Direct the clean up team at the end of the evening (venue will be left in it's original state prior to event)

**Please Inquire for Pricing**

**[www.onefinedayct.com](http://www.onefinedayct.com) 860-837-4096**