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# ELEMENTAL EVENT PLANNING

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PLANNING & COORDINATION

## Full Planning Services

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- Initial 2 hour in-person consultation with client(s).
- Access to unlimited scheduled planning support calls. Emails and text messages will be answered in a timely manner.
- 1 hr Rehearsal within two weeks prior to the event (scheduled Mon-Thurs).
- Arranging site visits and floor plan assistance and review, as needed.
- Budget creation and management.
- Task lists for clients, with check-ins by planner.
- Full assistance with vendor sourcing and selection, including contract management. No obligation to use preferred partners of Elemental Event Planning.
- Design Deck (if desired by clients) or assistance with bringing ideas into a cohesive theme.
- Assistance with menu and drink selection as required.
- Day of Timeline development and distribution to vendor team and VIP's.
- Ongoing management of planning documents, arranging and reviewing all event contracts.
- Personal services (ie. assistance with bridal/groom attire, rings, insurance, etc).
- Ongoing communication with all vendors prior to and on the event day.
- Confirmation calls made to vendors the month of the event to finalize all schedules, task lists, and any other important details.
- Providing and ensuring that all vendors have access to finalized day of schedule post finalizing meeting.
- Planning templates (Day of Schedule, To Do Lists, Table and Meal Selection, Vendor and VIP lists, Photoshoot list)

## Day of Event

- Full day On-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- 1 Event assistant (8 hrs, specific hours at planners discretion).
- A total of 16 hours of staffed service time per event. Hours may overlap depending on needs.
- Morning of Check In for last minute changes/needs.
- Receiving vendors and assisting with set up.
- Set-up of signage, table details, place cards, favours, etc), personal details, pre-arranged to do tasks.
- Ensuring all decor, rentals and vendors are in place prior to event.
- Coordinating the ceremony processional, grand entrances, speeches & entertainment with the DJ/MC.
- Working with all vendors to ensure execution of all planned elements.
- Overseeing guest experiences (proper food selection, direction, etc).
- Delivery of all final payments to all vendors (if requested and arranged prior to event).
- Personal services (ie. checking in with bridal couple to ensure they have had food, drink, a rest, etc.).
- Access to On-site Event Emergency Kit.
- If guest count exceeds 175 people, an additional fee of \$400 will be added to your package fee, and a second assistant will be on site the day of the event to assist (8hr).



**Starting at \$3499 + tax**

Any changes or additions will be agreed upon in writing before being added to the final invoice.

To secure your date, a 50% deposit and a signed contract are required.

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