ELEMENTAL EVENT PLANNING

PLANNING & COORDINATION

Special Event Planning Services

- ☐ Initial 1 hour in-person consultation with client(s).
- ☐ Access to scheduled support calls, as needed. Emails and text messages will be answered in a timely manner.
- ☐ Finalizing meeting one week prior to event.
- ☐ Provide the final Day of Schedule to all vendors, ensure that all schedules align.
- ☐ Confirm all arrival times.
- ☐ Access to planning templates (Day of Schedule, To Do Lists, Vendor and VIP lists)

Day of Event

- ☐ 4 hr on-site management of event by qualified planner/coordinator- hours depending on clients 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 all elements of the event, as prearranged.
- ☐ 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).
- ☐ Access to On-site Event Emergency Kit.
- ☐ If guest count exceeds 75 people, an additional fee of $200 will be added to your package fee, and a second assistant will be on site the day of the event to assist (4hr).

- [ ] Extra hours at $75/hr if prearranged. $150/hr if requested on the day of event.

Starting at consultation fee of $125 + 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.

elementaleventplanning@gmail.com / 1-905-213-8689