



ELEMENTAL EVENT PLANNING

PLANNING & COORDINATION

Day of Coordination 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, Table and Meal Selection, Vendor and VIP lists, Photoshoot list).

Day of Event

- 9 hr Full day on-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- 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, 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).
- Extra hours at \$75/hr if prearranged. \$150/hr if requested on the day of event.



Starting at \$899 + 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