



ELEMENTAL EVENT PLANNING

PLANNING & COORDINATION

Partial 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.
- 1 hr Detail meeting about a month prior to the event to begin finalizing the event timeline.
- Month of task list for clients, with check-in by planner.
- Confirmation calls made to vendors the month of the event to finalize all schedules, task lists, and any other important details.
- Finalizing meeting one week prior to event.
- Provide the final Day of Schedule to all vendors.
- Confirm all arrival times.
- Assistance with planning templates (Day of Schedule, To Do Lists, Table and Meal Selection, Vendor and VIP lists, Photoshoot list).

Day of Event

- 8 hr Full day on-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- Event assistant for 4 hours at planner's discretion.
- 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 \$1699 + 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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