



## THE EVENT MANAGEMENT PACKAGE

*This package is meant for the social, corporate, and benefit event planner that has planned a majority of their event and needs assistance to finalize details and/or extra help the day of the event.*

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### *Package Includes:*

*Complimentary consultation prior to booking.*

*Site visit at venue to review layout, floor plan, and timeline*

*Communication with all vendors regarding event timeline, arrival times, specifications and plan for returning of equipment, if applicable*

*On-site Coordinator during the event*

*Distribution of final payments to applicable vendors*

*Oversee and coordinate the breakdown of event*

*Ensure all rental equipment is packed and returned to vendors*

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*\*An event is, but not limited to:*

*Birthday, Engagement, Anniversary, and Holiday Parties. Baby/Bridal Showers, Bar/Bat Mitzvahs, Quinceaneras, Sweet 16's., Corporate functions, and Benefits*