



THE DOC  
CORPORATE & BENEFIT  
EVENT PACKAGE

*Starts at \$1,000*

*This package is meant for the 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.*

*Contract review*

*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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*Package Add-Ons*

*Creation and delivery of hotel welcome bags*

*Creation and delivery of restroom amenity baskets*