

Leave the Details to Me...
Event Coordinator

EVENT DETAIL COORDINATION
Overview

The following elements are all included in your package:

Meet & Greet	Our initial meeting to share preliminary plans, ideas & service options... <i>and of course, the coffee's on me!</i>
See The Site	Together we visit the event venue to discuss your vision for layout, while providing all of us with familiarity and clear understanding of your ideas.
Talk It Through	A month before the event, we have an in-depth, face-to-face meeting to review all the logistical details of your day and to create the event day schedule.
Schedule & Confirm	After our meeting, I generate a comprehensive event day schedule, which I then customize and distribute to all key people involved in the event. I also do all the final vendor confirmations for you, ensuring that all service providers are on the same page for your day, working from the same schedule.
Today's The Day	I am on-site for your event day, to ensure a seamless flow of the various elements of the day. My services for the day start and end at a time that we agree on together, based on your particular event needs. Services to be provided are unique to each event.

EVENT COORDINATION RATES: **starting at \$400**

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Specifics

On the day of your event, you can expect (at minimum) the following services to be provided for you by your Event Coordinator:

- Provide fully stocked “Event Day Emergency Kit” for duration of my on-site services
- Assist with actual set-up of event as agreed upon
- On-site management and co-ordination at event site includes:
 - Verify the seating plan, table decorations, guest gifts, décor elements, florals etc.
 - Ensure coat racks are readily available for guests, if required
 - Confer with other vendors to ensure everyone is on track & ready
- Deliver envelopes with payments to vendors, if required
- Provide a security envelope for the gift cards/money and deliver it to person responsible for it
- Act as hostess for the event
 - Welcome guests – greet as they arrive, provide instructions, etc.
 - Assist guest of honour, as required
- Cue key people & vendors re: special planned elements of the event
- Handle any questions, concerns, and unexpected or potentially disruptive issues that may arise from the vendors and/or guests
- Ensure that hired vendors are behaving professionally
- Complimentary provision of “Vanity Baskets” for washrooms for duration of our services
- Work with vendors to ensure a positive and seamless party

Other services are available based on the unique needs of the event, such as:

- Venue and/or vendor research
- Purchasing of supplies for event
- Organizing specific elements of event (ie silent auction)
- Set up
- Clean up
- Organizing a team of volunteers
- etc...

The scope of services required and the actual number of hours, guests and details will be determining factors in the cost.