

TW

EVENTS

**TORI WILLIAMS EVENTS**

**EVENT PLANNING PACKAGE**



## ABOUT TW EVENTS

How do we signify the special times in our life; put a pin in these moments so that no matter how old we become or how many experiences we have after them, we'll always be able to look back fondly on these exceptional memories?

The answer lies in the way we celebrate them—from weddings that commemorate our dedication to love, to grand opening parties to celebrate the professional accomplishments we've worked so hard to achieve. When it comes to acknowledging the highlights of our lives, there's nothing better than an elegant event to set the mood and make the memory.

Tori Williams Events is committed to exceeding your every expectation of what a special event can truly be. We're more than just another party-planning service or special event coordinator—we're your full-service, sophisticated source for any event-planning specifics: from picking the date and venue, right down to the smallest details that will make your celebration perfect.





**EVENT PACKAGES**

<b>Initial Consultation</b> <b>\$99.95</b>	<b>Day-Of Coordination Package</b> <b>\$995.00 (and above)</b>	<b>Partial Planning Package</b> <b>\$3000.00 (and above)</b>	<b>All Inclusive Package</b> <b>\$5000.00 (and above)</b>
<ul style="list-style-type: none"> <li>-The consultation fee is applied to the package that you choose)</li> <li>- 60 min face-to-face</li> <li>- Discuss your vision, expectations, flow of events, special instructions, concerns, etc.</li> <li>- Assist you on picking a theme, décor, and overall ambience for your event</li> <li>-Help to establish a realistic budget</li> <li>-Answer questions regarding your special event</li> <li>-Discuss the packages that are provided</li> </ul>	<ul style="list-style-type: none"> <li>-Includes the initial consultation</li> <li>-Meet 2 weeks prior to wedding</li> <li>-Discuss your vision, expectations, flow of events, special instructions, concerns, etc.</li> <li>-Create a detailed timeline</li> <li>-Contact all of your vendors to establish Tori Williams Events as your point of contact.</li> <li>-Confirm arrangements, deliveries and set-up times.</li> <li>-Help coordinate and attend your rehearsal</li> <li>-Be onsite during deliveries and set-up to ensure timeliness and accuracy</li> <li>-Ensure proper execution of plans</li> </ul>	<ul style="list-style-type: none"> <li>- Includes the initial consultation</li> <li>- Discuss your vision, expectations, flow of events, special instructions, concerns, etc.</li> <li>- Establish a monthly checklist and timeline</li> <li>- Create and maintain a realistic budget</li> <li>- Negotiate costs and contacts with vendors</li> <li>- Contact all the vendors and review details and timeline to make sure everyone is on the same page</li> <li>- Confirm arrangements, deliveries and set-up times.</li> <li>- Help coordinate and attend your rehearsal</li> <li>-Onsite during the entire duration of event set up and break down</li> </ul>	<ul style="list-style-type: none"> <li>-Includes the initial consultation</li> <li>-Establish a monthly checklist and timeline</li> <li>-Create and maintain a realistic budget</li> <li>-Schedule appointments with vendor/venues and attend them with you</li> <li>-Provide bid estimates from the vendors and negotiate costs and contacts</li> <li>-Assist in creation and design of unique themes for ceremony and reception</li> <li>-Handle all audiovisual needs</li> <li>-Meet with you for final appointment to review and finalize details</li> <li>-Contact all the vendors and create event timeline.</li> <li>-Coordinate walk through/ rehearsal</li> <li>- Onsite during the entire duration of event set up and break down</li> </ul>



**TORI WILLIAMS EVENTS**  
**"Creating Memories That Last a Lifetime."**  
**[www.toriwilliamsevents.com](http://www.toriwilliamsevents.com)**



**@ToriWilliamsEvents**