



### **Company Overview**

*Unique Occasions byTNicole* is a quality and integrative private events management and planning company located in Atlanta, Georgia. We service clients nationwide, specializing in providing all events services and resources needed to plan or assist with any social or corporate events, celebrations, retreats and personal engagements for clientele. We strive to ensure that your occasion or event is memorable!

### **Our Services**

- Event Management, Planning & Staffing
- Event Planning Coaching/Consultation
- Venue Booking Coordination
- Event Design/Decorations Services
- Day Coordination Services
- Catering or Entertainment Arrangements

### **Event Management, Staff or Day- of- Coordination Services**

**Service Fee Minimum: There is a 4-hour minimum required for all Event Staffing & Day of Coordination services, and \$75 for any additional hours needed. Details regarding service fees and hour based on event size is below. The number of Event Staff member is based on event size. All Event Staff in trained for handling event registration, event set up, food servers, and hostesses to greet guests or attendees.**

*Assisting with your event logistics and timeline, includes all the following:*

- \*Day of Coordination (event set up, break down, logistics & managing day of activities)
- \*Event Hosting (providing assisting with managing party flow and includes event servers if needed)
- \*On Site Vendor Management

### **Event Size:**

- **\$250 for 30 guests or less (4 hour included)**
- **\$500 for 30+ guests to 50 (4 hours included)**
- **\$750 for 50+ guests to 75 (4 hours included)**
- **\$1000 for 75+ guests to 250 (6 hours included)**
- **\$1500 for 150+ guests to 250 (6 hours included)**
- **\$2000 with 250+ guests 500 (8 hours included)**
- **\$2500 for 500+ guests (8 hours included)**

## **Add-On Services**

Separate Services are available upon request

- Cost Varies depending event service

**\*\*\*\*Bartending Services** (4-Hour Minimum, with bartender to set up bar station and serve drinks to guests) \*Note: Number of Bartenders depends on the amount of guests)

**\*\*\*Event Decor Linens Set Up & Breakdown** (Event Team will come and set up all table settings, which includes placement of linens (tablecloths & chair covers if applicable), plates, glasses, silverware and napkins)

**\*\*\*\*Event Cleaning Services:** (Event Staff will come clean, breakdown, clean dishes, repack event rental items etc... at the conclusion of your event at any venue to ensure the venue is put in good standing.

**Contact Us for pricing of Add-On Services**

**For more information or questions, please contact us at  
tnwebb@uniqueoccasionsbytnicole.com and feel free to review website  
[www.uniqueoccasionsbytnicole.com](http://www.uniqueoccasionsbytnicole.com).**