**Special Events Packages & Add ons**

|  |  |  |
| --- | --- | --- |
| Complete Event Coordination  $2,500 | Partial Event Coordination  $1000 | Day-of Coordination (Month)  $750 |
| \*One (1) initial meeting to create the timeline and go over the client’s vision for their event.  \*One or Two (1-2) meetings for venue tours.  \*One (1) final meeting for a walkthrough at the site(s) to finalize with wedding couple and on-site banquet manager to discuss the event flow, set-up, and floorplan.  \*The remaining number of meetings is left for design and vendor meetings as requested by the client  \*Initial budget management  \*Assist with décor selection, flower selection, vendor selection, venue selection, cake selection, offer creative ideas to help make client’s vision come to life  \*Conduct full venue set up day of event with provided team  \*Vendor management throughout the entire planning process & contract review of all vendors to ensure nothing is left unread or misunderstood  \*Details and timing confirmed with all vendors two-three weeks of the event as well as detailed schedule of event timeline distributed to vendors  \*Use any of our in house rental items  \*Up to 15 hours of on-site coordination by a professional event planner the day of the event  \*Full coordination of event from set up to tear down  \*Second coordinator will be on site day of  \*Distribute all final payments remaining to vendors day of  \*Ensure all gifts, leftover food, cake top, décor, other personal keepsake décor items, extra programs, etc. are turned over to the designated person at the end of the night | \*One (1) initial meeting to create the timeline and go over the client’s vision for their event.  \*One (1) meeting for design and or vendor meetings  \*One (1) meeting at the venue to go over the day and set up floor plan  \*Assistance with décor selection, vendor selection, and creative input  \*Assist with venue set up day of event  \* Details and timing confirmed with all vendors two-three weeks of the event as well as detailed schedule of event timeline distributed to vendors  \*Up to 12 hours of on-site coordination by a professional event planner the day of the event  \* Full coordination of event  \*Distribute all final payments remaining to vendors day of  \*Ensure all left over food, cake, and personal keepsake décor items are turned over to the designated person at the end of the night  \*Second coordinator will be on site if guest count is over 200 guests | \*One (1) initial meeting to create the timeline and go over the client’s vision for their event.  \*One (1) meeting at the venue to go over the day and set up floor plan  \*Final walk through of set up for ceremony and reception areas  \* Details and timing confirmed with all vendors two-three weeks of the event as well as detailed schedule of event timeline distributed to vendors  \*Up to 8-9 hours of on-site coordination by a professional event planner the day of the event  \*Full coordination of event  \*Ensure personal keepsake décor items are turned over to the designated person at the end of the night  \*Second coordinator will be on site if guest count is over 200 guests |

Lasting Memories Weddings and Events offer add ons to any Event package listed above

$150- Complete coffee & hot chocolate bar

$100- Complete lemonade bar

$250-Complete candy bar

$250- Complete popcorn bar

$50- Cake cutting service fee

$250- Use of any of our in house rental items (see inventory list below)

$250- Clean up crew at the end of the night

Dinner service & clean up staff (price TBD)

$250-Full décor & decoration set up

$150- Bartender fee with tip jar

$200- Bartender fee without tip jar

Draping services (price TBD)

Arin Lane

Owner of Lasting Memories Weddings & Events

(940)-808-9160

Lastingmemories0406@yahoo.com

www.facebook.com/lmweddingsandevents

The knot.com-Lasting Memories Weddings and Events

Weddingwire.com – Lasting Memories Weddings and Events

Inventory List

* 1 Gold sequin table cloth
* 13 Rose Gold sequin Table Runners
* Lots of fairy lights
* Lots of mason jars
* 125 Gold chargers
* 100 Rose gold chargers
* 2 Three tier silver with rhinestone décor dessert stands
* 1 Rustic/burlap gift/card table sign
* 1 Small tree stump décor sign to write a hashtag for photos
* Varies smaller sizes of chalk boards
* 1 Large stand up chalk board
* 1 Large rustic chalk board with rope to hang
* Lots of pearl strands
* 10 Gold table number holders
* 1 Set of clear cake cutting set
* 1 crystal large candy bowl
* 4 small crystal candy bowls
* 2 medium crystal candy bowls
* 24 Rose gold candle votives with candles
* 12 clear glass candle vovitives
* 5 Square small cylinder vases