



PROFESSIONAL PLANNING SERVICES

Our services are completely customizable based on the potential clients needs and wants. We also factor in the guest count as well as the amount of workload needed to execute the perfect

event. Our process is simple. The first step is booking a consultation if you are unsure where to start. The next step is determining the budget that best suits you. We require an event minimum for all events.

Once your budget is set, a non refundable retainer is due to book us and lock in your date. Our retainer fee secures your services as well as the event date.

Last, once your retainer fee has been submitted. You are officially our new client and the planning starts. We will begin designing and researching designs based upon your budget.



When your design is approved ,you will receive multiple invoices from different vendors until we reach your budget. No worries, we track your budget the entire process so you don't have too.

LET'S GET STARTED PLANNING!

SOME OF OUR SERVICES:

- Venue Consultation
- Budget and Checklist development and management
- Event Styling and layout plan design
- Vendor recommendations
- Vendor contract negotiations
- Assistance with menu development and recommendations on food choice
- Unlimited Planning Meetings
- Venue walkthrough meetings
- Vendor Coordination throughout the planning process.Ongoing communication with consultants via phone or email (unlimited)

READY TO BECOME A CLIENT?

Please see investment fees below. We look forward to working with you.

CONSULTATION: **\$199**

Just need someone to help guide you through a couple parts of your planning? Vendors,the perfect venue,realistic budget creation. Then book your consultation and let's discuss your event. Our consultation covers 2 hours of meeting and greeting and event expectations. Designs aren't discussed until retainer fee is submitted. Consultations are optional. If you are certain with our services, skip this process and submit your retainer fee for your event type.

** (Consultation fee will apply to services if booked. Non refundable if you decide not to book.) **



SPECIAL MOMENTS SERVICES : (Non Refundable Retainer Fee) **\$1,500**

The SPECIAL MOMENT services serve our little ones. The eligible clients are high school and under. Qualified events include children's parties, graduation parties, christening events, sweet sixteen and many more. Once retainer is submitted, clients must set an event over budget that starts at a minimum of \$5,000+. The retainer fee is a separate upfront fee to hire and secure your planner. Please keep in mind the amount of work, guest count, and expectations of your event when establishing a budget.

(Example: It is unreal to plan a party for 100 guests with all the bells and whistles for \$5000.) We will begin designing and researching designs based upon your budget. When your design is approved, you will receive multiple invoices from different vendors until we reach your budget. No worries, we track your budget the entire process so you don't have too. Please keep in mind some vendors send invoices at different times and you may not pay for everyone's services all at once. In the event, your event is less than 30 days. Please be prepared to receive an invoice daily, bi-weekly or at once. When a budget is set, the best solution during planning is to go ahead and put it aside. If you are ready to book, please contact us via email and check availability and submit retainer fee. A 18% service/labor staff fee is charged from the total amount budget for vendor event day management. The above fee covers setup, vendor management until all contracted vendors are settled. We come back to break down your event once contracted time ends.

Stay & Host is an additional fee to stay at your event the entire time until contracted to make sure the event runs smoothly. **\$250/hr**

(Fee does not include venue or rentals, This is strictly our service fee to hire us to design and execute)

PARTY DELUXE SERVICES : (Non Refundable Retainer Fee) **\$2,500**

The PARTY DELUXE services serve our older audience. Qualified events include adult parties, college graduation parties, special occasions, baby showers, bridal showers, milestone birthdays and many more. Once retainer is submitted, clients must set a budget that starts at a minimum of \$5,000+. The retainer fee is a separate upfront fee to hire and secure your planner and begin research and development for your event design. Please keep in mind the amount of work, guest count, and expectations of your event when establishing a budget. A set

(Example: It is unreal to plan a party for 100 guests with all the bells and whistles for \$7000.) We will begin designing and researching designs based upon your budget. When your design is approved, you will receive multiple invoices from different vendors until we reach your budget. No worries, we track your budget the entire process so you don't have too. Please keep in mind some vendors send invoices at different times and you may not pay for everyone's services all at once. In the event, your event is less than 30 days. Please be prepared to receive an invoice daily, bi-weekly or at once. When a budget is set, the best solution during planning is to go ahead and put it aside. If you are ready to book, please contact us via email and check availability and submit retainer fee. A 18% service/labor staff fee is charged from the total amount budget for vendor event day management.

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(Fee does not include venue or rentals, This is strictly our service fee to hire us to design and execute)



STAGING/INSTALLS SERVICES : (Non Refundable Retainer Fee) **\$3,500-\$5,000+**

The STAGING/INSTALLS services strictly accommodate design service for store installs, grand openings, school homecoming, professional booth installations and more. The service fee The eligible clients are high school and price varies based on size of installation. The retainer fee is a separate upfront fee to hire and secure your services. A design budget for a project varies so keep in mind that the more elaborate your design the bigger the budget requirement.

After the deposit is secured, we will begin designing and researching designs based upon your budget. When your design is approved, you will receive multiple invoices from different vendors until we reach your budget. No worries, we track your budget the entire process so you don't have too. Please keep in mind some vendors send invoices at different times and you may not pay for everyone's services all at once. In the event, your event is less than 30 days. Please be prepared to receive an invoice daily, bi-weekly or at once. When a budget is set, the best solution during planning is to go ahead and put it aside. If you are ready to book, please contact us via email and check availability and submit retainer fee. A 18% service/labor staff fee is charged from the total amount budget for vendor event day management. The above fee covers setup, vendor management until all contracted vendors are settled. We come back to break down your event once contracted time ends.

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SAMPLE BUDGET TRACKER

(THIS IS WHAT A FULL EVENT OVERALL BUDGET LOOKS LIKE. YOUR EVENT AND BUDGET DEPENDS ON YOUR NEEDS AND WANTS FOR YOUR EVENT)

CLIENT: MARY LAMB

EVENT DATE: 12/5/21

THEME: BOSS BABY PARTY

EVENT TIME: 2PM-6PM

CELEBRATEr NAME:

GUEST COUNT: 75 (32 KIDS REST ADULTS)

EVENT COLORS: NAVY,BABY BLUE,ORANGE.DARK YELLOW

EVENT BUDGET: 10k

RETAINER FEE SUBMITTED : \$1500 OR \$2500

SERVICES	INVOICE TOTAL	REMAINING BALANCE
Event Designer Retainer Fee:	\$1500 <small>(not included in final balance)</small>	Paid
Venue:	<small>(not included in final balance)</small>	Paid in Total Invoice
Rentals <small>(See invoice for included services)</small>	\$7,408.40 <small>Invoice can be modified if the client wants to remove items</small>	Paid
Graphic Prints	\$1254	Paid
Store Favors Amazon Finds	\$540 \$450	paid ?
Balloons	\$852	Paid

Soft Play & Bumper Cars	\$835	Paid
Bounce House	\$374	Paid
Photographer (2hrs)	\$400	Paid
DJ	_____	Booked by Client
Face Painter	_____	opt out
Videographer (2hrs)	optional	
Caterer	\$2312.19	Paid
Arcade Games (older Kids section)	\$1932.01	Paid
Bartender Services	optional	_____
Marquee	\$230	Paid
Cakes Treats)	\$540 \$480	Cake Paid Paid
OVERALL TOTAL	\$18,427.60	REMAINING OVERALL

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