



Everlasting Affairs

SPECIAL CELEBRATION & EVENT PACKAGE



- Unlimited phone calls and emails
- Minimum of 2 in person meetings to go over details
- Budget assistance
- Researching, Negotiating, and Booking of all necessary vendors
- Review and monitoring of all vendor contracts and obligations
- Assistance with event design, theme and décor concept development
- Assistance with entertainment suggestions and execution
- RSVP management
- Creation and execution of detailed timeline
- Development of floor plan and assistance with seating chart
- Determination of availability and negotiation of discount rates for hotel room blocks if it is needed
- Assistance with menu determination and suggestions
- On Site meeting to walk through venue and day-of logistics and decor
- Creation and Distribution of BEO (Banquet Event Order) with all event details and itineraries to vendors
- On Site management from start to finish on the day of to include supervision of room, decor, and vendor set up, trouble shooting throughout the event, and acting as the point of contact for guests and vendors.

Please note the tasks in this package are not limited to this list but includes all of the below

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