

*Sophisticated Planning **Coordination** Rates & Fees Summary*

Coordination-Only Services:

<i>Client</i>	<i>Vendors</i>	<i>Guests</i>
☐ Free consultation ☐ Event planning monthly meetings & weekly phone conferences ☐ Rehearsals ☐ Theme & design consultation ☐ Day of event coordination	☐ Review contracts of: <i>venue, rental company, florist, DJ/musician, entertainers, caterer, baker, bartender, decorator, photographer, videographer, car service company, hotels, makeup artists, & hair stylists</i> ☐ Day of event Coordination ☐ Setup & cleanup /teardown advisement	☐ Cocktail hour coordination ☐ Accommodations coordination before, during, and after the event as necessary ☐ Special lodging requests ☐ Special diet supervision ☐ Transportation needs requests ☐ ADA needs accommodations

Extra Services:

Request price list for Decorating; set-up; clean-up/teardown; removal & storing away; disposal; and wait staff

★ **Hourly Rate- \$100/hr.** *Sophisticated Planning* provides the client with specified coordination services for a duration. This means the client will determine how many hours he/she will need the event planner and will specify the exact service(s) that is needed and will pay by the hour. Included with the hourly rate service(s) provided is time spent in correspondences between *Sophisticated Planning* and the client. For the hourly rate, there is a **minimum of 3 hours** that the event planner will

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be hired. Note that the client is responsible for covering expenses of supplies and materials needed for the event planner to work.

- ***Out-of-Town Full Coordination Package: Starting at \$900***

Full package of coordination services with the client(s), vendor(s), and guests. The event planner may work remotely from the client and the event using specifications from the client(s) and rely on documents, pictures, phone calls and video chats to fully execute coordination of the event. This package includes all contractual meetings and correspondences.

There is a \$85 travel fee each way for travel beyond the contractual meetings. Travel fees may increase beyond the mile radius and lodging fees may be included according to the event needs.

- 1. 50 Guests or fewer-\$900***
- 2. 51-100 Guests- \$1,200***
- 3. 101-150 Guests \$1,400***
- 4. 151-200 Guests- \$1,600***
- 5. 201-300 Guests- \$1,800***
- 6. 301-400 Guests- \$2,000***

- ***In-Town Full Coordination Package: Starting at \$800-*** Full package of coordination services with the client(s), vendor(s), and guests for rehearsals & event preps. This package includes all contractual meetings and correspondences. There is a \$50 travel fee for travel beyond the contractual meetings across county lines.

- 1. 50 Guests or fewer-\$800***
- 2. 51-100 Guests- \$1,000***
- 3. 101-150 Guests \$1,200***
- 4. 151-200 Guests- \$1,400***
- 5. 201-300 Guests- \$1,600***
- 6. 301-400 Guests- \$1,800***

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- ***Out-of-Town Partial Coordination Package: Starting at \$650***

This package can be broken down in various ways depending on the needs of the client and the event timeline. Five options are provided, however, other options can be created for coordination services. See the listed samples below:

1. Clients, guests, and vendors (unlimited vendors, minus setup and clean up)-**\$1,500**
2. Clients, guests, and vendors (up to 3 vendors, minus setup and clean up)-**\$1,250**
3. Clients and vendors only (minus setup and clean up)-**\$1000**
4. Clients and guests only-**\$850**
5. Clients only- **\$650**

There is a \$85 travel fee for travel beyond the contractual meetings.

- ***In-Town Partial Coordination Package: Starting at \$550***

This package can be broken down in various ways depending on the needs of the client and the event timeline. Five options are provided, however, other options can be created for coordination services. See the listed samples below:

1. Selected services for clients, guests, and vendors-**\$1,500**
2. Clients, guests, and vendors (up to 3 vendors)- **\$1,200**
3. Clients and vendors only (unlimited)- **\$950**
4. Clients and guests only-**\$750**
5. Clients only- **\$550**

****There is a travel fee of \$50 each way across county lines and \$85 travel fee each way across state lines.**