

*Sophisticated Planning **Decoration** Rates & Fees Summary*

Decorations-Only Services:

<i>Client</i>	<i>Vendors</i>	<i>Guests</i>
☐ Free consultation ☐ Budget development & tracking ☐ Event styling ☐ Setup decorations and table settings (linens, chargers, plates, cutlery, cups/glasses) ☐ Teardown decorations & cleanup ☐ Vendor recommendations ☐ Event planning monthly meetings & weekly phone conferences ☐ Day before event decorations ☐ Day of event decorations	☐ Selection ☐ Review contracts of: <i>rental companies & venue's decor/setup services</i> ☐ Pick up & return rentals ☐ Manage placement of rented items	N/A

Extra Services:

Floral arrangements, Wedding party bouquets & boutonnieres

★ ***Day Before Event Package:** Sophisticated Planning, LLC provides the client with specified decoration services the day before the event. This means the client will share the address of the venue and arrange for the planner and team to have full access to the venue's space and*

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decor items that are provided at the venue **at least two days before the event**. The planner, client, and venue representatives must determine how many hours will be needed for decorations and other setup. The client will specify the exact service(s) that is needed and will pay for the decoration package. Included in the package is time spent in correspondences between *Sophisticated Planning* and the client. Note that the client is responsible for covering expenses of supplies and materials needed for the event planner to work unless otherwise stated.

- 1. 25 Guests or fewer-\$400**
- 2. 26-50 Guests- \$450**
- 3. 51-75 Guests- \$500**
- 4. 76-100 Guests- \$550**
- 5. 101-150 Guests- \$650**
- 6. 151-175 Guests- \$700**
- 7. 176-200 Guests- \$750**
- 8. 201-250 Guests \$900**
- 9. 251-300 Guests \$1050**

★ *Day OF Event Package:* (Same as stated above. This rate is much higher because of time constraints on the day of the event.)

- 1. 25 Guests or fewer-\$460**
- 2. 26-50 Guests- \$560**
- 3. 51-75 Guests- \$600**
- 4. 76-100 Guests- \$660**
- 5. 101-150 Guests- \$700**
- 6. 151-175 Guests- \$760**
- 7. 176-200 Guests- \$960**
- 8. 201-250 Guests \$1,160**
- 9. 251-300 Guests \$1,200**

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*** Note that each package can be customized to the needs of the client when selective services are needed. Expect price changes.*

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