

“Creativity Is Intelligence Having Fun”
-Albert Einstein-



Planner/Coordinator Specifics

BRONZE (SPECIAL MOMENT PLANNING) \$350.00 FLAT

This package is ideal for:

- Surprise Proposals
- Gender Reveals
- Baby Showers
- Holiday Parties
- Engagement Parties
- Elopements

(Planner) Pre-Event Day:

- I. Initial & any succeeding consultations (up to 2)
- II. Unlimited phone and e-mail contact
- III. Aids in securing personnel required to perform special moment
- IV. Creation of timeline for specific event
- V. Document control of any professionals involved
- VI. Confirm all vendors (delivery times, items being delivered, etc) two weeks/week of prior to the event

(Planner) Event Day:

- I. Direct priority personnel so they are in proper place at the proper time
- II. Executes timeline created
- III. Delivers a memorable moment

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SILVER (PARTIAL PLANNING W/ COORDINATING & ASST.) \$3,000.00 FLAT

This package is ideal for:

- Weddings
- Corporate Events
- Quinceanera
- Birthday Parties
- Special Events

(Planner) Pre-Event Day:

- I. Initial & any succeeding consultations (up to 2)
- II. Unlimited phone and email contact (Company Cellphone/Laptop)
- III. Cost saving tips
- IV. Assist with contract reviews & insurance requirements
- V. Custom timeline for your event day (Ex. Wedding)
- VI. Creation of a custom floor plan or property layout (Private Property)
- VII. Rehearsal coordination (Ex. Wedding; Approval from rented venue/event center required)
- VIII. Assistance with booking vendors required to create vision (Ex. Cake, HMU, Photo, Video, etc.)
- IX. Confirm all vendors (delivery times, items being delivered, etc) two weeks/week of prior to the event, ensuring all professionals are up to speed for event day

(Planner/Coordinator/Assistant) Event Day:

- I. Unlimited necessary hours
- II. Setup and organize items such as place cards, programs, guestbook, license, rings, etc.
- III. Assist client as required throughout the event day
- IV. Oversee all event day deliveries
- V. Ensure the design of the venue appears as anticipated
- VI. Direct important personnel so they are in the proper place at the proper time
- VII. Provide event emergency kit
- VIII. Transport all personal items from ceremony to reception (Wedding Only)
- IX. Assist in room flip
- X. Organize important personnel for all key moments of set event
- XI. Collect all memorabilia items and ensure they reach the proper vehicle or on-site hotel room
- XII. Handle all last-minute needs
- XIII. Problem solves accordingly as needed (Innovative)

GOLD (MODERATE PLANNING W/ COORDINATING & ASST.) \$3,750.00 FLAT

This package is ideal for:

- Weddings
- Corporate Events
- Quinceanera
- Birthday Parties
- Special Events

(Planner) Pre-Event Day:

- I. Initial & any succeeding consultations (up to 3)
- II. Unlimited phone and email contact (Company Cellphone/Laptop)
- III. Cost savings tips
- IV. Assist with contract reviews & insurance requirements
- V. Establish a budget & a customized to do list/guide to help keep the client on track throughout the planning process
- VI. Custom spreadsheet (Excel) of all components involved to track expenses and due dates
- VII. Review contract with selected venue ensuring all rules and obligations are followed to receive deposit back
- VIII. Assistance with booking vendors required to create vision (Ex. Cake, HMU, Photo, Video, etc.)
- IX. Attend meetings with vendors (local; up to 4)
- X. Assistance with any licensing and or permits (Ex. Marriage License, Beach Permits)
- XI. Custom timeline for your event day (Ex. Wedding)
- XII. Rehearsal coordination (Ex. Wedding; Approval from rented venue/event center required)
- XIII. Creation of a custom floor plan or property layout (Private Property)
- XIV. Attend final walk-thru meeting with the reception venue 30 days (about 4 and a half weeks) prior ensuring plan implemented is laid out to perfection
- XV. Confirm all vendors (delivery times, items being delivered, etc) two weeks/week of prior to the event; ensuring all professionals are up to speed for event day

(Planner/Coordinator/Assistant) Event Day:

- I. Unlimited necessary hours
- II. Setup and organize items such as place cards, programs, guestbook, license, rings, etc.
- III. Assist client as required throughout the event day
- IV. Oversee all event day deliveries
- V. Ensure the design of the venue appears as anticipated
- VI. Direct important personnel so they are in the proper place at the proper time
- VII. Provide event emergency kit
- VIII. Deliver payment to vendors requiring payment the day of the event
- IX. Transport all personal items from ceremony to reception (Wedding Only)
- X. Assist in room flip
- XI. Organize important personnel for all key moments of set event
- XII. Collect all memorabilia items and ensure they reach the proper vehicle or on-site hotel room

- XIII. Handle all last-minute needs
- XIV. Problem solves accordingly as needed (Innovative)

DIAMOND (FULL PLANNING W/ COORDINATING & ASST.) \$4,500.00 FLAT

This package is ideal for:

- Weddings
- Corporate Events
- Quinceanera
- Birthday Parties
- Special Events

(Planner) Pre-Event Day:

- I. Initial & any succeeding consultations (up to 3)
- II. Unlimited phone and email contact throughout the planning process (Company Cellphone/Laptop)
- III. Establish a budget & a customized to do list/guide to help keep the client on track throughout the planning process
- IV. Assist with venue selection based on the desires and needs of client (up to 3)
- V. Assistance with booking vendors required to create vision (Ex. Cake, HMU, Photo, Video, etc.)
- VI. Assist with menu options, beverage selection + floor plan (Ex. Customizing, menus to fit budget, attend meeting with caterer/bar)
- VII. Attend meetings with vendors (local; up to 4, ex. Floral, bar, saxophone, HMU)
- VIII. Attend final walk-thru meeting with the reception venue 30 days prior ensuring plan implemented is laid out to perfection
- IX. Custom spreadsheet (Excel) of all components involved to track expenses and due dates
- X. Assistance with any licensing and or permits (Ex. Marriage License, Beach Permits)
- XI. Assist with contract reviews & insurance requirements
- XII. Assistance with website design for event (Joy, Knot, Zola)
- XIII. Assistance with QR Code designs to direct guest list to webpage so they can RSVP to set deadlines
- XIV. Custom Save The Date to be used throughout social media and webpages
- XV. Create comprehensive timelines of the event
- XVI. Creation of a custom floor plan or property layout (Private Property)
- XVII. Cost savings tips
- XVIII. Rehearsal coordination (Ex. Wedding; Approval from rented venue/event center required)
- XIX. Confirm all vendors (delivery times, items being delivered, etc) two weeks/week of prior to the event; ensuring all professionals are up to speed for event day
- XX. Assist client, family members, friends etc. with booking hotel blocks and/or airbnb for specific dates requested (Discounted rates apply; family or friend will reach out to planner)

(Planner/Coordinator/Assistant) Event Day:

- I. Unlimited necessary hours
- II. Setup and organize items such as place cards, programs, guestbook, license, rings, etc.
- III. Assist client as required throughout the event day
- IV. Oversee all event day deliveries

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- V. Ensure the design of the venue appears as anticipated
- VI. Direct important personnel so they are in the proper place at the proper time
- VII. Provide event emergency kit
- VIII. Deliver payment to vendors requiring payment the day of the event
- IX. Transport all personal items from ceremony to reception (Wedding Only)
- X. Assist in room flip
- XI. Organize important personnel for all key moments of set event
- XII. Collect all memorabilia items and ensure they reach the proper vehicle or on-site hotel room
- XIII. Handle all last-minute needs
- XIV. Problem solves accordingly as needed (Innovative)

SUPPLEMENT MAIN EVENT (IDEAL ADDITIVE FOR SILVER, GOLD, OR DIAMOND) \$500.00 FLAT

This package is ideal for:

- Engagement Parties (8 hrs.)
- Wedding Showers (8 hrs.)
- Welcome Parties (8 hrs.)

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Event Coordinator Package

Note: Day Of Coordinating process begins 2 months before set event

FULL COORDINATION \$1,500.00 FLAT
(FULL 2 MONTHS)

(Coordinator) Pre-Event Day:

- I. Custom timeline for your event day (Ex. Wedding)
- II. Creation of a custom floor plan/property layout
- III. Communicate directly with the customer throughout the event planning process to learn requirements and goals, coordinate vendor specifications, and ensure all parties understand relevant information and details
- IV. Negotiate contracts with venue personnel, caterers, hair and makeup, photography, and other vendors to acquire necessary services and activities for events while meeting budgetary objectives
- V. Monitor and oversee events from preparation and set-up through teardown to ensure adherence to planned format, compliance with regulations, cooperation between vendors, resolution of issues, and overall satisfaction of participants and sponsors

(Coordinator) Event Day:

- I. Coordinator will be in charge of details throughout the entire day of the event
- II. Coordinate events and announcements throughout the event
- III. Giving attention to parties involved in key moments to ensure organization
- IV. Coordinate all dynamic facets of your day into a seamless and polished event: vendor management, attend to guests needs & inquiries, facilitate solutions to unexpected challenging situations that may arise, etc.

Summary Of Service

- I. Coordinator & Assistant
- II. Meets with you eight weeks before the wedding to get a handle on what you've planned thus far
- III. Checks in with your vendors to review plans and confirm logistics offering assistance when/where needed
- IV. Creates detailed timelines and floor plans
- V. Completes a final walk-through of the ceremony and reception sites
- VI. Manages the rehearsal
- VII. Execution of timeline created ensuring a successful delivery and creation of a memorable moment
- VIII. Addresses any overlooked details
- IX. Unlimited email & phone communication
- X. Assistance with last minute vendors needed
- XI. Guaranteed rehearsal (Weddings only)
- XII. Oversee setup/breakdown on event
- XIII. Attend to requests of client during event day

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- XIV. Set up personal décor (Guest book, cards, favors, photos, etc.)
- XV. 12 hours on-site delivery of service provided day of event

DAY OF COORDINATOR \$800.00 FLAT

Just need someone to execute the plan you created? Enter Day Of Coordinator!

- I. Ensure an effective layout/floor plan is in motion
- II. Gathering of personal items at completion of event
- III. Ensure all vendors are where need be at times appointed
- IV. Oversee aesthetics of the venue to ensure a successful setup and delivery
- V. Assist with any and all tasks within the allotted time frame of event day
- VI. Execute plans you have articulated delivering a memorable moment