

CLIENT WELCOME PACKET



www.labbeeconsulting.com



WELCOME

Hi, I'm Marie

I'm an entrepreneur, mom, community advocate and marketing educator. My passion is to make digital marketing easy to understand. This world is always changing! Let me help you make marketing simple!

Thank you so much for trusting me to tell YOUR story. Let's create something beautiful together!



EVENT MANAGEMENT

01

Event Outline

We create an event that will be sure to WOW your guests. We build the event idea from the ground up - plans start after approval.

02

Design

We design any marketing pieces you may need for the event including a Save The Date, Invitation, Program, Social Posts, emails & beyond.

03

Event Budget

We can assist you with an event budget. We connect you with vendors & options that fit within your budget and create the experience that you are looking for.

04

Day Of

We are your Day Of event coordinators. We work with your team to set up, manage your event and make sure everything is cleaned up at the end too. We take on the details so you can focus on your guests.

05

Digital

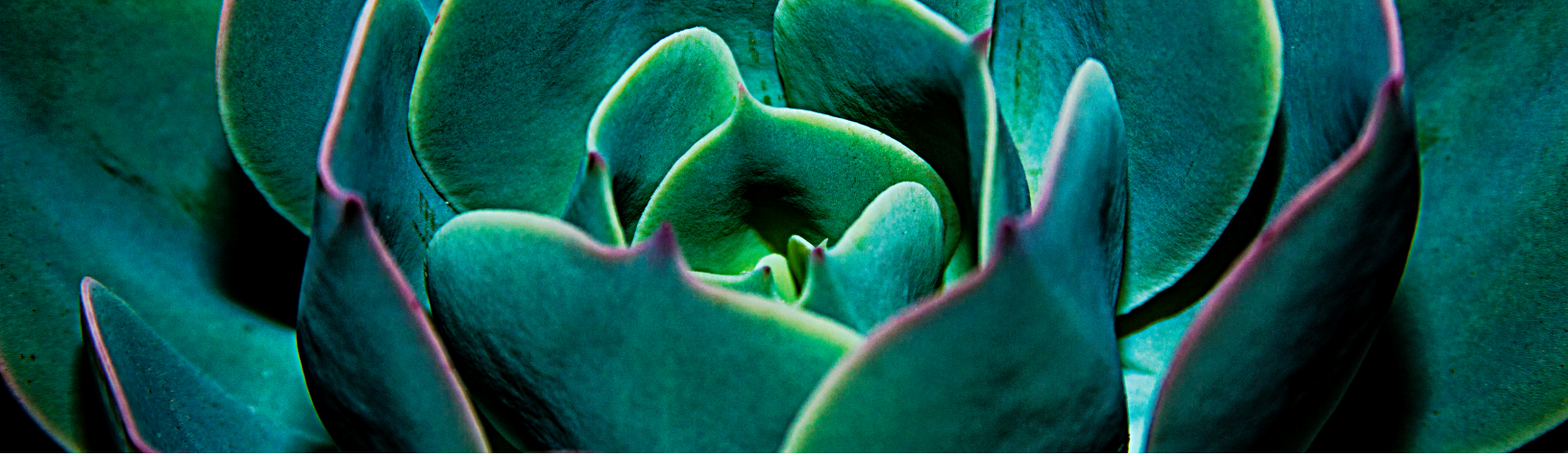
Need help creating ticket links? Updating an event page on your website? Or Social Media marketing? We got you covered.

06

Event Service Fee

50 people or less \$600
up to 150 \$1,200
up to 300 \$2,400 - \$3000

Event Planning fees -
additional fees to add event
staff



CONTRACT

Thank you so much for choosing me to help with your marketing needs! Let's create something beautiful together!

Below are the services you have selected - they can be updated at any time by contacting me.

You will be invoiced via email a few days prior to the first of the month. Changes to your contract need to be done 2 weeks prior to the end of the month. Feel to reach out to me anytime.

01 Services - Event Planning/Management

02 I agree to these services and will request termination of services at least 3 weeks prior to the beginning of the event. No refund is guaranteed.

Name:

Signature:

Date:



CONTACT ME



Thank you!

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