

The Head Table Events

Megan O'Keefe, Wedding Coordinator

Fort Wayne, IN

Event Coordination:

This service is perfect for folks who might need some extra assistance so they can relax and take a step back leading up to and on the day of a big event! Typically, this service is great for rehearsal dinners, baby showers, bridal showers, engagements, dinner parties, birthday parties, holiday parties, awards ceremonies, and more. Available for events booked 2 or more months in advance for 50 people or less. (See add ons for short-term coordination fee.)

- 3 hour-long prep meetings
 - Recommended 2 months before, 1 month before, and 1 week before the event
 - Includes assistance with creating a day-of timeline, brainstorming ideas, vendor communication, and more
- 6 hours day-of production
 - Includes set-up and/or break-down assistance, timeline adherence, and more (see add ons for additional time rate)

Event Coordination cost: \$1000

\$500 deposit (due at first prep meeting)

Remaining balance plus any add-ons (due the day before the event)

Add-Ons:

- Emceeing event - \$250 (PA system not provided)
- Additional time - \$150/hour
- Short-term coordination fee (for events occurring in less than 2 months) - \$300
- Travel fee (for locations further than 30 minutes from Downtown Fort Wayne) - TBD by distance covered

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One of the most common questions I get is:
“Why do people hire an event coordinator?”

For starters, I’ve found that a lot of folks have all had the experience where, by the time everyone goes home after an event they’ve hosted, they’re exhausted, didn’t get to see anyone, and didn’t get to relax and truly enjoy the time spent together. My mom used to say, “I didn’t get to enjoy myself because I was too busy hosting!”.

I became an event coordinator because getting to watch others make meaningful connections while I take care of the behind-the-scenes fulfills me and heals that part of me that always wanted me to see my mom get to enjoy herself. I’d be honored if I’d get to take care of you in that way, too.

What an **event coordinator** does/what I do:

- Responsible for the flow of the day - think of me as your event day guide and resource!
 - Takes on communication with vendors as needed after the host has secured any necessary contracts
 - Helps the host organize tasks to be completed and develop realistic deadlines for completing them by in the planning process to stay on track
- Helps the host think through what their priorities are and what they might be missing to fulfill their vision
 - Acts in the host’s best interest when making day-of decisions and enforces the host’s expectations for the day (not the guests or other vendors!)
 - Fights for and helps execute the host’s vision for the day

If you think the list above summarizes what you need for your upcoming event, let’s set up a time to meet!

A **60-minute consultation** meeting is free of charge to make sure we’re the right fit.

I can’t wait to meet you and help make your special event everything you’ve dreamed it could be!

-Megan

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