



## Our Services

<b>Website Build</b>	<ul style="list-style-type: none"> <li>• A custom-built, professionally designed website</li> <li>• Compatible with mobile devices</li> <li>• Personalized web address</li> <li>• Interactive RSVP webpage</li> <li>• Customized RSVP tracking tool and reports</li> </ul>
<b>Managing RSVPs</b>	<ul style="list-style-type: none"> <li>• Sending evites or creating tailored inserts for invitations</li> <li>• Sending reminder notifications for your social event</li> <li>• Tracking guests' RSVPs via an interactive webpage</li> <li>• Managing your guest list with our RSVP tracking tool</li> <li>• Personalized web address</li> <li>• Customized RSVP reporting</li> </ul>
<b>Managing RSVPs and Hotel Reservations</b>	<p>Includes all services of "Managing RSVPs" plus the following:</p> <ul style="list-style-type: none"> <li>• Booking guest reservations at the hotel(s) of your choice</li> <li>• Personalized hotel confirmation emails sent to your guests</li> <li>• Accommodating your guests' requests</li> <li>• Providing additional resources for your hotel needs</li> <li>• Additional reporting for hotel reservations and RSVPs</li> </ul>
<b>Event Coordination</b>	<ul style="list-style-type: none"> <li>• Scheduled Meetings</li> <li>• Unlimited consultations, communication and planning hours</li> <li>• Timeline Creation and Revisions</li> <li>• Vendor Recommendations</li> <li>• Budget Analysis</li> <li>• Inspiration Board for Theme, Decorations and Design</li> <li>• Concept Suggestions</li> <li>• Etiquette Advice</li> </ul>

## Additional Services

<b>Save The Dates</b>	Creation of your "Save The Date" emails.
<b>Pre-Event Announcement</b>	Send follow up announcements to your guests and remind them of the event along with important details they need to know.
<b>Post Event Announcement</b>	Send a post announcement to your guests thanking them for attending your event and announce any post event updates.
<b>Post Event Website</b>	One custom-built website with up to five webpages to showcase pictures from the event and all your post event information.
<b>Picture Uploads</b>	Allows your guests to upload up to ten pictures when they RSVP.
<b>Revisions</b>	Additional set of revisions.
<b>Webpages</b>	Additional webpages.
<b>Reminders</b>	Additional set of reminders.

### Simply Platinum, LLC

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