

Soul With Perkins Events party services

As your party planner, we design, organize and manage your event. Our goal is to understand the vision you have in mind for your event and execute it. Together we will create a budget, coordinate with vendors and service providers to handle everything from venue selection and decor to catering and entertainment. It is our job to oversee logistics, manage budgets and timelines to ensure it runs smoothly and creates a memorable experience for your guests.

Here is our general process:

1. First, we set up a **consultation** to meet with the client to discuss the event's purpose, goals, budget and style.
2. Next we will discuss and **create a budget** to manage costs and ensure that all financial responsibility is handled properly.
3. **Discuss venue options.** Provide research and recommendations if necessary.
4. **Determine catering needs.** Contact vendors, assist with menu selections.
5. Determine if Soul With Perkins will provide these services if applicable. Work with clients to develop a cohesive theme and design concept for the event, including decor and visual.
 - a. **Create mockup/ diagram.**
 - b. **Purchase materials and supplies.**
6. **We oversee** the event setup, execution, and breakdown, manage staff, and make any last-minute adjustments as needed.
7. **Maintain clear communication** with client, vendors and event staff throughout the planning process and during the event.
8. Evaluate the event's success, handle any final payments to vendors, clean up and any post event items are complete.