

Packages

3 months

This package is best for clients who have a few short term projects.

6 months

This package is best for clients who want to implement something new to regain efficiency over projects.

12 months

This package is best for clients who have steady projects and need consistent organization.

Common Tasks

- Proof Reading
- Data Entry
- Schedule appointments/accommodations
- Closet refresh (organizing and styling)
- Make Ready House
- Monitor Email
- Project Reserch
- Social media management and marketing

- Business Start Up
- Product Shoot/Stage
- Meal Planning
- Plan Events
- VIP Accommodations
- Outreach Assembly
- Creative Think Tank
- Complete Errands

Don't see what you need? No worries!! This is only a general overview of the more frequently requested projects. We are a concierge based company, so if your project need is not listed, we will get it done with no additional charge to you.