



www.willownorthevents.com

Baby Shower Planning Package

Congratulations! Baby showers are a wonderful opportunity to celebrate your upcoming parenthood with your friends and family before your baby is born. Let us help you plan the perfect baby shower so that you can relax and enjoy these precious moments!

The Full Planning Package Includes:

- Initial consultation
- Unlimited phone and e-mail consultations
- Assistance in finding and booking a venue
- Assistance with booking all vendors
- Scheduling and attending all vendor meetings/ negotiations with vendors
- Organizing all vendor contracts
- Assistance in choosing a style/theme for the event
- Creating a personalized vision board based on your chosen theme/concept
- Assistance with creating a budget and budget management
- Assistance with invitations
- Creation of seating chart
- Creation of detailed day-of timeline
- Suggestions for possible games and activities
- Reviewing event timeline with clients and their vendors
- Revising all final changes of the event timeline and providing all vendors with the final day of timeline
- Assistance with gender reveal party if client wants to go this route

Day of The Baby Shower:

- Full day of onsite assistance with set up; including tables, centrepieces, gifts, place cards and anything else
- Event coordination from start to finish
- Ensuring things are running smoothly and according to the schedule
- Coordinating vendors onsite and assisting with set up and tear down
- Delivery of all final payments to all vendors

Investment starting at \$800

All of our packages are customizable. If you would like to adjust any of these services, please let us know! We are happy to work with you to create an estimate that suits your individual needs.