



Non-Wedding Event Planning & Coordination Packages & Pricing Guide

Corporate Events | Baby Showers | Birthday Parties | Mitzvahs
Bridal Showers | Engagement Parties | Rehearsal Dinners | Etc.

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-EVENT DAY-OF COORDINATION-

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It's a celebration! Our Day-of Coordination package allows you to enjoy your special occasion with your friends and family without having to focus on all the behind the scenes things that make the day extra special.

PACKAGE SUMMARY-

- ample communication throughout the 6-weeks leading up to your event
- create a detailed day-of timeline, disperse timeline to vendors prior to your event day, and manage timeline on your event day
- work with venue and client to create final floor plan
- access to our decorations
- coordinate with vendors prior to the event (beginning 4-6 weeks prior to your event date)
 - distribute the timeline & floor plans to vendors prior to the event day
 - send a copy of the venue's policies and protocols to all vendors
 - confirm arrival time, start time, and strike time of vendors per their contracts
 - inquire about final payments and balances due prior to or on the day of the event
 - review all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - review music list for special events with DJ
 - communicate desired photo locations
 - receive copies of vendor's insurance policies (aka COIs) & signed venue rules, when necessary, and provide them to the venue
- 1 venue walk through prior to the event (pending availability, walk through must be scheduled on Monday-Thursday 9am-9pm)
- oversee production side of your event day from set-up to clean-up & everything in-between
 - including but not limited to:
 - manage vendor setup and breakdown
 - cue DJ/photo/video teams for important events
 - work with the other vendors to ensure the day runs smoothly
 - ensure payment of vendor tips and balances
 - ensure all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the event)
- event insurance (covers the coordinator, coordinators assistants, & the coordinator's property)

THE
WEDDING PLANNER
LA

-DAY-OF COORDINATION PRICING-				
(For NON-Wedding Events)				
Guest count	Starting Rate	Hours of Prep Spent 4-6 Weeks Prior to Event	Hours on Event Day	Number of Coordinating Assistants
Up to 25 guests	\$1,250	Up to 8 hours	Up to 6 hours	1
26-75 guests	\$1,450	Up to 10 hours	Up to 6 hours	1
76-125 guests	\$1,650	Up to 10 hours	Up to 6 hours	2
126-200 guests	\$2,050	Up to 12 hours	Up to 8 hours	2
201-300 guests	\$2,450	Up to 12 hours	Up to 8 hours	3
301+ guests	\$2,850+	Varies	10 hours+	4+

****Additional fees applied when the coordinator(s) are required at more than one venue on the event day*

****Travel fees applicable for events more than 25 miles from North Hollywood, CA*

THE
WEDDING PLANNER
LA

- FULL EVENT PLANNING-

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With this package you can choose to be as hands-on or as hands-off with the planning for your event as you like! We will be there for every step of planning, from developing an initial vision to finally bringing everything together on your event day.

Our priority is curating an event that represents your unique wants and needs!

PACKAGE SUMMARY-

- ample communication from the date of contract
 - consistent email/text communication throughout the week addressing our current event planning objectives
 - 2-3 scheduled monthly meetings
- create planning outline/timeline
 - the planning outline paces event planning into manageable monthly task lists
- design consultation and guidance throughout planning
 - we'll create a mood board to pinpoint your vision. This board is not only useful for us, but also for your florist, rental company, decorator, etc. to reference when building your order!
- create a personalized budget outlining suggested allocation of event funds to meet your wants and needs & track budget throughout planning
- provide options for & aid in selection of all vendors per your preferences & budget
- review vendor contracts
 - we want to ensure all of your vendor contracts provide everything you need for your event and protect YOU should anything unexpected arise
- attend meetings with vendors as needed / as is appropriate (pending availability-meetings must be scheduled on Monday-Thursday)
- contact with vendors throughout planning
 - we act as a liaison between you and your vendors to streamline your communication and all information through one consistent source (us!)
- create a detailed day-of timeline, disperse timeline to vendors prior to your event day, and manage timeline on your event day
- access to our decorations
- 1 venue walk through(s) prior to the event (pending planner availability)
 - client can request additional walk through(s)
 - this walkthrough does not include initial walkthrough when touring venue(s) prior to booking a venue
- work with venue and client to create final floor plan
- + Everything outlined in the Day-of Coordination Package!

THE
WEDDING PLANNER
LA

-FULL EVENT PLANNING PRICING- (For NON-Wedding Events)				
Guest Count	Starting Rate	Hours of Planning Per Month	Hours of Coordination on event Day	Number of Coordinating Assistants on event Day
Up to 25 guests	\$4,500	Up to 8 hours	Up to 6 hours	1
26-75 guests	\$5,500	Up to 10 hours	Up to 6 hours	1
76-125 guests	\$7,500	Up to 10 hours	Up to 8 hours	2
126-200 guests	\$9,500	Up to 12 hours	Up to 8 hours	3
201-300 guests	\$10,500	Up to 12 hours	Up to 10 hours	4
301+ guests	\$12,500+	Varies	10 hours+	4+

***Rates displayed are applicable to events occurring within 6 months of booking. An additional 10% fee will be added for each extra month spent planning.

***Events occurring less than 60 days from the time of booking will incur an additional 10% fee

***Additional fees applied when the coordinator(s) are required at more than one venue on the event day

***Travel fees applicable for events more than 25 miles from North Hollywood, CA