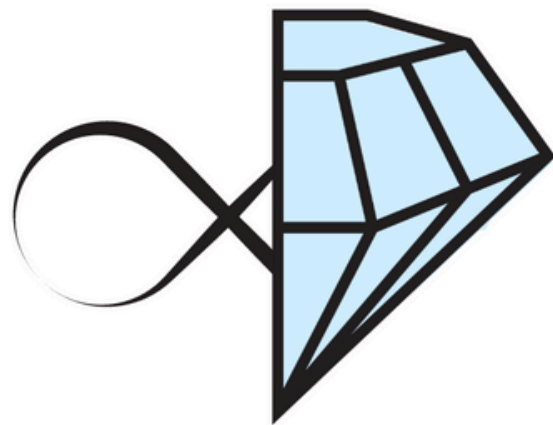


SOCIAL EVENTS PLANNING PACKAGES



Eternal Bliss Events

ETERNAL BLISS EVENTS

FULL COORDINATION



Planning

- 1 in-person (or Zoom) meeting per month leading up to the event
- Unlimited emails and scheduled phone calls
- A planning checklist will be provided to you and your coordinator will check-up on you to make sure you're on track
- Creation of a budget management document
- Venue research and in-person site tours with your lead coordinator (if applicable)
- Assistance with the visualization of your theme, colour scheme and design
- Vendor referrals, assistance with hiring, full contact throughout the planning process and contract review
- Your lead coordinator's presence at all venue/vendor meetings
- Assistance with creating the schedule and floor plan (if applicable)

Event Day

- Lead coordinator and one assistant coordinator (if needed)

Up to 8 hours of management on event day

- Management of vendor load in, set-up, and load out
- Ensuring the day runs on schedule
- Cueing musician/DJ, photographers, videographers, MC, yourself, etc.
- Guaranteeing that yourself, close family/friends and guests are taken care of for the entirety of the event
- Set-up and tear down of client's personal décor items – e.g. pictures, favours, candles, menus, pre-made centerpieces, etc.
- Distribute any outstanding payments to vendors
- Maintaining full communication with the venue staff
- Access to our Emergency Kit

Pricing: Starting at \$4,500 (+hst)

ETERNAL BLISS EVENTS



MONTH/DAY-OF COORDINATION

Planning

- Up to 2 in person meetings (or Zoom meetings)
- Unlimited emails and scheduled phone calls
- A planning checklist will be provided to you and a coordinator will check-up on you to make sure you're on track
- Vendor referrals and contract review
- A venue tour/walk-through with your lead coordinator
- Your lead coordinator's attendance at all final venue/vendor meetings
- Full contact with all vendors 4-6 weeks before your wedding date to confirm final details and schedule of the day
- Assistance with creating the event day schedule

Event Day

- Lead coordinator and one assistant coordinator (if needed)
- Up to 8 hours of management on event day
- Management of vendor load in, set-up, and load out
- Ensuring the day runs on schedule
- Cueing musician/DJ, photographers, videographers, MC, yourself, etc.
- Guaranteeing that yourself, close family/friends and guests are taken care of for the entirety of the event
- Set-up and tear down of client's personal décor items – e.g. pictures, favours, candles, menus, pre-made centerpieces, etc.
- Distribute any outstanding payments to vendors
- Maintaining full communication with the venue staff
- Access to our Emergency Kit

Pricing: \$1,800 (+hst)