

LR Events [Social]



FULL EVENT PLANNING PACKAGE

{Inquire for custom quote}

Free consultation to discuss our process and ensure good fit

Assist with selecting and securing needed vendors

Schedule and attend site visits potential venues

Help review and negotiate all vendor contracts

Manage timeline leading up to event - (i.e. when to order and send out invitations, when to pick rental items out, when to choose and book each vendors etc.)

Help with menu planning, to include any specialty drinks or other items

Create and manage floorplan for all vendors

Help with decor, includes but not limited to theme, ideas for centerpieces and accessories, favors, place settings, specialty rental items, signage, lighting etc.)

Help with invitation suite (selecting invitations, design, verbiage, wording & etiquette)

Help with other event signage (menus, programs, cocktail napkins etc.)

Coordinate and manage all logistics including; day of timeline, vendor arrival/departure, onsite set up and breakdown

Final walk through with client at event site