

# Elemental Event Planning

OFFICIATING & EVENT PLANNING

## Full Planning Services



- ☐ Initial in-person/zoom consultation with client(s) to discuss vision, theme, planning needs, budget, etc.
- ☐ Access to unlimited scheduled planning support calls, zoom calls. Emails and text messages will be answered in a timely manner.
- ☐ 1 hr Rehearsal within two weeks prior to the event (scheduled Mon-Thurs).
- ☐ Arranging site visits and floor plan assistance and review, as needed.
- ☐ Budget creation and management if desired by clients.
- ☐ Task lists for clients, with check-ins by planner.
- ☐ Full assistance with vendor sourcing and selection, including contract management. No obligation to use preferred partners of Elemental Event Planning.
- ☐ Design Deck (if desired by clients) or assistance with bringing ideas into a cohesive theme.
- ☐ Assistance with menu and drink selection as required.
- ☐ Day of Timeline development and distribution to vendor team and VIP's.
- ☐ Ongoing management of planning documents, arranging and reviewing all event contracts.
- ☐ Personal services (ie. assistance with bridal/groom attire, rings, insurance, etc).
- ☐ Ongoing communication with all vendors prior to and on the event day.
- ☐ Confirmation calls made to vendors the month of the event to finalize all schedules, task lists, and any other important details.
- ☐ Providing and ensuring that all vendors have access to finalized day of schedule post finalizing meeting.
- ☐ Finalizing Meeting 1-2 weeks prior to event to ensure all planning needs have been met and to confirm all day of event needs.

- ☐ Planning templates (Day of Schedule, To Do Lists, Table and Meal Selection, Vendor and VIP lists, Photoshoot list)

## Day of Event

- ☐ 10hr On-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- ☐ 1 Event assistant (8 hrs, specific hours at planners discretion).
- ☐ A total of 18 hours of staffed service time per event. Hours may overlap depending on needs.
- ☐ Morning of Check In for last minute changes/need, ensuring that the bridal party is supported.
- ☐ Receiving vendors and assisting with set up.
- ☐ Set-up of signage, table details, place cards, favours, etc), personal details, pre-arranged to do tasks.
- ☐ Ensuring all decor, rentals and vendors are in place prior to event.
- ☐ Coordinating the ceremony processional, grand entrances, speeches & entertainment with the DJ/MC.
- ☐ Working with all vendors to ensure execution of all planned elements.
- ☐ Overseeing guest experiences (proper food selection, direction, etc).
- ☐ Delivery of all final payments to all vendors (if requested and arranged prior to event).
- ☐ Personal services (ie. checking in with bridal couple to ensure they have had food, drink, a rest, etc.).
- ☐ Access to On-site Event Emergency Kit.
- ☐ If guest count exceeds 400 people, an additional fee of \$400 will be added to your package fee, and a second assistant will be on site the day of the event to assist (8hr).



**Starting at \$3699 + tax**

Any changes or additions will be agreed upon in writing before being added to the final invoice.

To secure your date, a 50% deposit and a signed contract are required.

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