

# Elemental Event Planning

OFFICIATING & EVENT PLANNING

## Partial Planning Services

- ☐ Initial 1 hour intake meeting with client(s) to go over what planning details are needed.
- ☐ Access to scheduled support calls, as needed. Emails and text messages will be answered in a timely manner.
- ☐ 1 hr Detail meeting about a month prior to the event to begin finalizing the event timeline, determining month of planning needs.
- ☐ Creation of timeline, month of task list for clients and day of task list for coordinator.
- ☐ Confirmation calls made to vendors the month of the event to finalize all schedules, task lists, and any other important details. Vendor communication can be redirected through coordinator from this time onwards.
- ☐ Vendor sourcing as needed, preferred vendors are completely optional.
- ☐ 1 hr Finalizing meeting one week prior to event.
- ☐ Provide the final Day of Schedule to all vendors.
- ☐ Confirm all arrival times and provide day of contact information.
- ☐ Access to complimentary planning software (includes templates for Day of Schedule, To Do Lists, Layout and Meal Selection, Vendor and VIP lists, Photoshoot list, wedding website builder, decor studio, etc).

## Day of Event

- ☐ 8 hr On-site management of event by qualified planner/coordinator- hours depending on clients needs- ceremony, cocktail hour, reception, tear down.
- ☐ Assistant Coordinator for 8 hours at planner's discretion- this can be used concurrently or consecutively depending on the events needs.

- ☐ Morning of Check In for last minute changes/needs.
- ☐ 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 third assistant will be on site the day of the event to assist (8hr).
- ☐ Extra hours at \$100/hr if prearranged. \$150/hr if requested on the day of event.
- ☐ Onsite Rehearsal can be added on for \$100 and includes a one hour rehearsal, dependant on availability. Rehearsals are commonly only booked Monday-Thursday.



**Starting at \$1999 + 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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