



*Susan Barry*  
E · V · E · N · T · S

## Event Packages

### **Just the Basics-\$500**

\*Only need someone to help you come up with a theme and give you a list of preferred vendors?  
Consider it handled!

Just the basics!

- Develop a unique and personalized theme for your event.
- Share our list of preferred vendors for you to use.
- Share sample invitation options, centerpiece ideas, favor options and more!
- Develop DIY ideas related to your theme. (Creation of these items will incur an additional charge)

### **Ultimate Event Planning Experience-\$2,000**

\*Let us create the ultimate event experience for you and your guests.

Let the planning begin!

- This package includes everything basic package, plus...
- Budget management. We will make sure you stay on track during the planning process. We will help you find ways to make your money go as far as possible.
- Assistance with invitation design and wording. We know and understand the etiquette for invitation wording regardless of what type of event you are planning.
- Tabletop styling. Have you decided to create your own centerpieces instead of working with a designer? We can help you discover your vision and find the items that you need. (If you need us to set up table designs the day of your event there will be an additional charge, as additional event staff will be needed.)
- Event space layout. We will help you design the layout of your event space based off of the ideas that you have. Round tables, square tables, or a mixture of both? Don't worry, we have a wealth of ideas to make your event design stand out from the rest!
- Time management. We will set you up with a personalized and detailed to do list (guest list, gathering addresses) for your event, along with a timeline to be sure that nothing slips through the cracks. You have enough to think about every day, let us remember the rest.
- Appointment scheduling with vendors. Anyone who works a 9-5 career knows how difficult it is to contact a vendor who works 10-3. After coordinating available dates and times with you, we will contact your vendors and set up any meetings necessary. We will attend one meeting with each vendor in addition to phone and email contact with them. (Additional attendance at vendor meetings will require an additional charge).

- Liaison between you and your vendors. We can contact your vendors via phone calls and emails to inform everyone of your event vision. Need to change your headcount with your caterer? Want additional seating at your event? Consider it handled.

Can't find what you are looking for?

Contact us to create a personalized package to cover everything that you need for your event!