



C.ROMANDA
EVENTS & DESIGN

info@cromandadesign.com

Elegant Design Package (Full Planning & Design)

This service is for those who want a full-time professional overseeing every aspect of their special event. From the beginning to the last detail. We will attend all appointments, serve as your key person with vendors, and perform all the preparation and negotiations on your behalf. We will transform planning your event into a fun, creative, and stress-free experience. This package includes (but is not limited to) assistance with:

Planning:

- Event planning timeline preparation and creating a checklist
- Establishing priorities, developing and tracking the budget
- Venue location
- Vendor recommendations, negotiations & bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, invitations and all printed materials
- Tracking of guest RSVP's
- Favors & accessories
- Coordinating accommodations & transportation
- General advice and consultation

Event Day:

- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors before the event
- Unlimited time on-site with your coordinator and up to two assistants, allowing you to enjoy every moment of your special day without any worry of the details
- Setup accessories such as a guest book, place cards, favors, etc.
- Acting as the point of contact for all vendors
- Assisting the family and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen issues

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