

OFFERINGS

The packages featured below can be modified as needed.

FULL PRODUCTION

For the client who wants to sit back and relax while we take care of every detail

- *Initial consultation and follow-up consultations as needed
- *Ongoing assistance via phone & email throughout planning process
- *Creation and execution of event planning calendar which will include monthly checklists of tasks to be completed
 - *Budget creation & maintenance
 - *Assistance with booking of venues
 - *Vendor referrals & scheduling of vendor meetings
- *Accompaniment to vendor meetings & assistance with negotiations & bookings
- *Point of contact for booked vendors throughout planning process
- *Tracking of vendor payments
- *Assistance with event theme development
- *Preparation of detailed event itinerary
- *Final confirmation of vendor services
- *Final site visits & detailing for all events (this includes a creation of cross-check lists for décor, items that will be provided by the client and other vendors, etc.)
- *Rehearsal assistance/coordination if needed
- *Event day management

PARTIAL PRODUCTION

For the client who wants to team up & let us assist along the way

- *Initial consultation and follow-up consultations as needed
- *Ongoing assistance via phone & email throughout planning process
- *Creation of event planning calendar which will include monthly checklists of tasks to be completed
- *Tracking of vendor payments if needed
- *Vendor referrals for SKE preferred vendors only (note: if client chooses to go with vendors of their own choosing, planner will review proposals, and provide feedback, advice, etc.)
- *Accompaniment to a limited number of vendor meetings of client's choice
- *Review of all vendor proposals & contracts
- *Preparation of detailed event itinerary
- *Final confirmation of vendor services
- *Final site visits & detailing for all events (this includes a creation of cross-check lists for décor, items that will be provided by the client and other vendors, etc.)
- *Rehearsal assistance/coordination if needed
- *Event day management

FINAL TOUCH

For the client needed assistance primarily with last-minute details & event day management

- *Client point of contact beginning approximately 8 – 10 weeks prior to event
- *Consultation to discuss vendors, general event plan and create detailed event timeline
 - *Review of vendor contracts
- *Vendor point of contact beginning approximately 6 weeks prior to event date
- *Preparation of final cross-checks
- *Confirmation of vendor services
- *Final site visits & detailing for all events (this includes a creation of cross-check lists for décor, items that will be provided by the client and other vendors, etc.)
- *Rehearsal assistance/coordination if needed
- *Event day management

CUSTOM & A-LA-CARTE SERVICES

SKE is happy to assist the client who simply needs some professional advice to jump-start the planning process, be it an initial consultation or ongoing assistance leading up to the event. Inquire for further details.