

# SHELLEY K. EVENTS

## 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*

- \*Ongoing consulting via phone & email throughout planning process
  - \*Creation and execution of monthly event planning checklist
    - \*Budget creation & maintenance
- \*Assistance with booking of venues (includes research, outreach, negotiation and contracting)
- \*Assistance with booking vendors (includes research, outreach, negotiation and contracting)
  - \*Consultations with vendors as needed
- \*Point of contact for booked vendors throughout planning process
  - \*Tracking of vendor payments
- \*Assistance with event theme development
  - \*Final confirmation of vendor services
  - \*Final site visits & detailing
- \*Preparation of detailed event itinerary
  - \*Preparation of final cross-checks
  - \*Event day management

### PARTIAL PRODUCTION

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

- \*Ongoing consulting via phone & email throughout planning process
  - \*Creation and execution of monthly event planning checklist
    - \*Tracking of vendor payments if needed
- \*Vendor outreach, negotiation and contracting for SKE preferred vendors only  
(Note: if client chooses to go with vendors of their own choosing, planner will review proposals & provide feedback)
- \*Accompaniment to a limited number of vendor meetings of client's choice
  - \*Review of all vendor proposals & contracts
  - \*Final confirmation of vendor services
  - \*Final site visits & detailing
- \*Preparation of detailed event itinerary
  - \*Preparation of final cross-checks
  - \*Event day management

### FINAL TOUCH

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

- \*Initial 30-minute consultation upon booking to discuss general event plan and vendors
  - \*Active involvement beginning approximately 8 – 10 weeks prior to event
    - \*Review of signed vendor contracts
- \*Vendor point of contact beginning 4-6 weeks prior to event date
  - \*Final confirmation of vendor services
  - \*Final site visits & detailing
- \*Preparation of detailed event itinerary
  - \*Preparation of final cross-checks
  - \*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.*

