



Social Packages

Package prices vary according to size and details of your event.

– All packages include a complimentary consultation –

1

JUST THE BASICS:

(day/month of coordination)

This package is for those who intend to plan each and every detail of their event, but desire a coordinator to ensure that their event flows smoothly.

This package includes:

- Initial meeting to gain perspective of your vision, style, and needs
- Customized list of vendor referrals from our “not so little black book” of referrals
- Checklists and guidelines to help you in the planning process
- Unlimited communication via e-mail and phone
- Face to face final detail appointment 2 weeks prior to event day
- Confirmation of vendors to confirm all set up and delivery times/locations and details
- Creation of detailed itinerary/timeline supplied to all vendors
- Oversee vendors and direct set up to ensure everything is according to your plan
- Organize and direct the flow of guests
- Manage and direct reception
- Placement of small decorative items including placement of sign in book, escort cards, menu cards, favors, table numbers, etc•
- Distribute any final payments and/or gratuities to vendors
- Assistance with any matters that may arise
- Arrange for gifts and personal items to be delivered to a pre-arranged location or person -Day of Coordinator (including up to 8 hours)

Beginning at \$2,000

*additional charges based on number of locations and scope of event

2

I WANT SOME HELP:

(partial planning & coordination)

This package is for those who want to have a hand in the planning process of their event, but want professional assistance to ensure the best vendor selection, detail perfection, and an all-over effortless flow.

- Initial meeting to gain perspective of your vision, style, and needs
- Unlimited communication via e-mail and phone
- Customized list of vendor referrals from our “not so little black book” of referrals
- Planner attendance at up to 4 vendor meetings
- Up to 4 in person planning sessions
- Assistance with theme and design of event
- Assistance with invitation selection and design
- Assistance with favor selection and preparation
- Assistance with floor plan and room design
- Create budget, track payments, and due date reminders
- Obtain and review all vendor contracts to ensure all services are provided as expected
- Creation of detailed itinerary/timeline and supply to all vendors
- Final detail appointment 2 weeks prior to event day
- Confirm with all vendors the week prior to confirm all set up and delivery times/locations and details
- Organize and direct the flow of guests
- Manage and direct reception
- Oversee vendors and direct set-up to ensure everything is according to your plan
- Distribute any final payments and/or gratuities to vendors
- Placement of small decorative items including placement of sign in book, programs, escort cards, menu cards, favors, table numbers, etc
- Assistance with any matters that may arise
- Arrange for gifts and personal items to be delivered to a pre-arranged location or person
- Rehearsal coordinator w/Assistant (up to 2 hours)
- Day of Coordinator w/Assistant (up to 10 hours)

Begins at \$4,000

*additional charges based on number of locations and scope of event

3

I WANT IT ALL:

This package is for those who want professional assistance from beginning to end. This package has it all! The ultimate planning experience for a worry-free, relaxed event.

- Initial meeting to gain perspective of your vision, style, and needs
- Unlimited communication via e-mail and phone
- Selection assistance and negotiation of all vendors from our “not so little black book”
- Unlimited venue selection search
- Unlimited planner attendance at vendor meetings
- Unlimited in person planning sessions
- Assistance with theme and design of event
- Assistance with invitation selection and design
- Assistance with favor selection and preparation
- Assistance with floor plan and room design
- Delivery and assembly of any guest gift bags/baskets
- Create budget, track payments, and due date reminders
- Oversee design of seating charts
- RSVP service available
- Assistance with assembly and mailing of invitations
- Assistance with guest accommodations/room blocks
- Assistance with any travel arrangements
- Obtain and review all vendor contracts to ensure all services are provided as expected
- Creation of detailed itinerary/timeline to be supplied to all vendors
- Final detail appointment 2 weeks prior to event
- Confirm with all vendors the week prior to confirm all set up and delivery times/locations and details
- Organize and direct the flow of guests
- Oversee vendors and direct set-up to ensure everything is according to your plan
- Distribute any final payments and/or gratuities to vendors
- Assistance with any matters that may arise
- Arrange for gifts and personal items to be delivered to a pre-arranged location or person
- Manage and direct event (up to 12 hours)
- Post event follow-up with vendors to ensure satisfactory receipt of photos, videos, etc...

Begins at \$6,000

*additional charges based on number of locations and scope of event

4

I WANT IT ALL, AND THEN-SOME:

This package includes everything listed in the I WANT IT ALL package plus planning and coordination assistance with multi-day events or pre- and post- events—such as rehearsal dinner planning, welcome receptions, next day brunch planning or additional excursions.

Begins at \$8,000

*additional charges based on number of locations and scope of event

{ Email us at info@elaneventstudio.com or call 813-870-2255
to schedule your complimentary consultation. }



ELAN EVENT STUDIO
3312 WEST BAY TO BAY BOULEVARD
TAMPA, FLORIDA 33629
813.870.2255 OFFICE | 813.200.3413 FAX
www.ElanEventStudio.com