



Full Service Planning

Full Service Planning – Starting at \$1000 (price may vary and is determined by client needs)

Services include, but are not limited to:

- A free 30 minute consultation
- Access to Inspired Event Planners via email and telephone
- Assistance focusing on your event priorities, desires and needs
- Assistance in designing décor, color schemes, overall theme for your event by assisting you in selecting details that will reflect your style and personality
- A customized event budget and planning calendar
- Ongoing advice on budget, etiquette and activities
- Assistance in locating the event site
- Recommendations of the top professionals. This includes, but not limited to photographer, videographer, florist, baker, music services and transportation.
- Flexible meeting time (number of hours to be determined)
- Assistance with scheduling appoints with professional on your behave
- Attendance at meetings with professionals
- Contract review and negotiation
- Assistance with researching stationery design and assembling of stationery
- Assistance with floral and décor design
- Assistance with selection of décor and rental items such as linen, lighting and rental specialty items
- Assistance with menu selection and attendance at final tasting
- Assistance in finding accommodations for out of town guests
- Designing and producing gift bags for out of town guests
- Assistance with event room layout & set-up
- Creation of an event timeline, detailed checklists and contact sheets
- A one hour walkthrough and finalization meeting with your event venue
- Confirm details with each professional the week of the event
- Five hours of event coordination typically including:
 - o Maintain and coordinate timeline for all activities during the event
 - o Organize all professionals and deliveries
 - o Deliver final payments and gratuities to professionals
 - o Assist with gifts at the end of the event