



Planning for Small Events

We provide event planning services for intimate events that are held in private homes and at small venues. Services include décor design, invitations, managing guest responses and catering.

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, florist, baker and music services.
- 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
- Assistance with event room layout & set-up
- Creation of an event timeline, detailed checklists and contact sheets
- 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

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