



little birdies

EVENTS & CO.

SERVICES GUIDE

SOUNDBOARD

HELP YOU GET STARTED



Our FREE Soundboard package is perfect for the Do-It-Yourselfer who needs a little jump start in the right direction. We'll get you going with vendors, budgets, venues, and logistics, and you take the reins from there!

If you decide you need our help down the line, we're happy to work with you!

SERVICES INCLUDE:

- A complimentary consultation and planning session
- Venue and vendor recommendations
- Logistics and management advice
- Comprehensive budgeting worksheet



DAY-OF WEDDING PLANNING & COORDINATION



You've worked so hard to plan your special day: enjoy it!
This package is designed to let us step right in on your big day to manage those last minute details so you don't have to.

STARTING AT \$925

SERVICES INCLUDE:

- Communications - unlimited phone and email correspondence (up to 10 hours)
- Venue and Vendor Confirmations – one (1) month prior to event/wedding day
- Finalize and conduct event/wedding day logistics
- Finalize details and day-of schedules with the your chosen venue and all vendors
- Finalize the timeline with each vendor with their specific contracted services
- Complete walk-through of event site(s)
- Event schedule for important guests (if applicable, wedding party and family, VIP guests)
- Oversee the event set up and teardown
- Act as liaison between all parties involved (if applicable, bride, family and vendors)
- Proactive and reactive solutions to any possible challenges
- Coordinate all deliveries and installations of celebration in accordance with vendor contracts
- Double check return/pick up of all rental elements with respective vendors
- Event program coordination
- Access to the essential emergency kit
- Up to eight (8) hours of day-of coordination coverage on event/wedding day (\$100/hour over eight hours)

This package also includes all items provided in the Soundboard Package

PARTIAL EVENT

WEDDING PLANNING & COORDINATION



There are some things you've got covered, and some things you need a little extra help with. Our Partial package is perfect for you! We'll step in when you need us, and step back when you don't, to create a customizable experience to meet your every need.

STARTING AT \$1,750

SERVICES INCLUDE:

- Concept development consultations
- Ceremony and reception venue referrals/recommendations and coordination
- Attend meeting with vendor of choice (starting at one (1), 2 hour max)
- Review of venue and vendor contracts and arrangements
- Contract and pricing negotiation
- Preliminary itinerary and timeline development consultation
- Final (2 months before wedding) itinerary and timeline preparation
- Up to ten (10) hours of day-of coordination coverage on event/wedding day (\$100/hour over ten (10) hours)

This package also includes all items provided in the Soundboard and Day of Planning Package

SOCIAL & PRIVATE PARTIES

PLANNING & COORDINATION



At Little Birdies, happy clients make us happy. We love putting together all the perfect elements to ensure you can be a guest at your own party! Whether it's a birthday, anniversary, or other milestone event, we'll handle all the details so that you can enjoy the celebration.

STARTING AT \$750

SERVICES INCLUDE:

- Communications – unlimited phone and email correspondence (starting at 30 hours)
- Design of overall theme and decor scheme
- Selection and procurement of venue and vendors
- Review and negotiate vendor contracts on your behalf
- Facilitate and attend all vendor appointments
- Provide day-of-coordination to ensure the success of the event (if applicable, inclusive of directing and cueing all vendors, speakers and special guests)
- Oversee the event site setup and breakdown
- Logistical management (if applicable, inclusive of registration, audio/visual equipment, transportation, etc.)

This package also includes all items provided in the Soundboard Package

TYPES OF EVENTS MAY INCLUDE, BUT ARE NOT LIMITED TO:

Baby Showers, Birthday Parties, Anniversary Parties, Milestone Celebrations, Bachelor/ Bachelorette Weekend Getaways, Wedding Showers and more!

CORPORATE & NON-PROFIT PLANNING & COORDINATION



STARTING AT \$1,250

SERVICES INCLUDE:

- Communications – unlimited phone and email correspondence (starting at 30 hours)
- Design of overall theme and decor scheme
- Selection and procurement of venue and vendors
- Design and production recommendations for printing and promotional material and products
- Review and negotiate vendor contracts on your behalf
- Facilitate and attend all vendor appointments
- Provide day-of-coordination to ensure the success of the event (if applicable, inclusive of directing and cueing all vendors, speakers and special guests)
- Oversee the event site setup and breakdown
- Logistical management (if applicable, inclusive of registration, audio/visual equipment, transportation, etc.)

This package also includes all items provided in the Soundboard Package

TYPES OF EVENTS MAY INCLUDE, BUT ARE NOT LIMITED TO:

Book and Product Launches, Grand Openings, Holiday Parties,
Business Retreats/ Team Building, Company Picnics, Meetings & Seminars



A LA CARTE

PLANNING & COORDINATION



ADDITIONAL MISC.

Additional Meetings/Hour	\$40.00
Menu Tasting with Outside Caterer or at Venue, and assistance with Menu Selection and Details	\$50.00/hour
Table Decor Prototype with Flowers	\$75.00
Additional Assistant	\$250.00

ASSISTANCE & IDEAS

Assistance with Unique Rehearsal Dinner Location Ideas	\$20.00
Assistance with Selection of Hotel Accommodations for You and Guests	\$150.00
Assistance with Unique Next Day Breakfast/Brunch Location Ideas	\$20.00
Assistance with Unique Welcome Gift Basket Ideas for Out of Town Guests	\$10.00/Guest
Assistance with Stationery Ideas	\$25.00
Assistance with Registry	\$50.00

COORDINATION & ORGANIZATION

Assistance with all Transportation Needs and Arrangements	\$100.00
Rehearsal Coordination and Instruction (2 Hours Maximum)	\$100.00
Collection of Items at Rehearsal to be brought and set up by Little Birdies on Wedding Day (ie: candles, photographs, guest books, pens, wedding favors, toasting glasses, etc.)	\$50.00
Creation of Event Surveys and Evaluation	\$25.00
Destination Events	\$300.00
Handling of your RSVP's	\$75.00
Honeymoon Travel	\$200.00

	SOUNDBOARD PACKAGE	DAY-OF PACKAGE	PARTIAL
Complimentary Consultation	X	X	X
Planning & Communication Session	Up to 2 Hours	Up to 10 Hours	Starting
Venue & Vendor Recommendations	X	X	X
Logistical Management Advice	X	X	X
Comprehensive Budget Worksheet	X	X	X
PRE-PLANNING			
Budget Development & Analysis			X
Event Design, Theme, Color, Decor Concept			X
PLANNING			
Wedding Day Attire Suggestions			X
Assist with Stationery Suggestions			X
Arrange Venue/Vendor Appointments			X
Walk through selected Venue			X
Ceremony/Reception Venue Referrals			X
Vendor Referrals in all Categories			X
Concept Development Consultation			X
Accompanied Full 'Vendor Appt Days'			X
Review of Venue/Vendor Contracts			X
Contract & Pricing Negotiation			X
Preliminary Timeline Development			X
Final (2 Months Before) Itinerary			X
Finalize Event Logistics		X	X
Final Detailing with Venue Contract		X	X
Final Detailing Appointment with Coordinator 2 Weeks before Event		X	X
Liasion between all Parties Involved		X	X
Final Vendor Confirmations and Detailed Directions		X	X
Distribution of Final Itinerary		X	X
Final Site Walk - Through		X	X
DAY OF			
Day of Schedule		X	X
Schedule for VIP Guests		X	X
Oversee Event Set-Up and Teardown		X	X
Proactive/Reactive Solutions		X	X
Coordinate all Deliveries/Installations		X	X
Essential Emergency Kit		X	X
Event Program Coordination		X	X
PROVIDED COORDINATOR COVERAGE		Up to 8 Hours	Upt to 1
IF NECESSARY: ADDITIONAL COVERAGE PER HOUR		\$100.00	\$100.00
IF NECESSARY: ADDITIONAL ASSISTANT		\$250.00/Assistant	\$250.00
INVESTMENT STARTING AT		\$925.00	\$1,750.00

CONTACT ME:

Contact me today so that I may customize a quote for you.

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