



FULL SERVICE PLANNING

This Package is designed for the individuals who are just beginning to plan their special event or production.

Attention is given to every detail so that the Special Event will be as stress-free as possible for the clients, their family, friends and guests.

This package customized to ensure that we execute your vision from concept to execution.

Therefore, services may vary, but ultimately will always include full coverage on the Event Day.

Communication and Planning:

- Consultation to determine vision, and to begin the process of site selection, if not already chosen.
- Budget development
- Referrals to venues are given, based upon information attained at this meeting
- Initial site visit and review to determine theme and décor, plus other site visits as necessary.
- Unlimited phone and e-mail conversation
- Regular updates, reminders, and correspondence regarding development in planning of the Special Event
- Assistance with locating additional venues for Rehearsals, Baby Showers, Meetings, VIP Gatherings and brunch.
- We will accompany you to meetings at your venue, in addition to the menu tasting(if needed).
- We will accompany you to Floral and Décor appointments as well—to assist with design and floral approval
- We will provide "Day of details" to venue, along with other guest information required. (For ex. seating, dinner choices, etc.)
- Event design
- Create Special Event, Corporate, Production and Dinner Reception timelines

Vendor Selection and Referrals:

We refer vendors who have proven to us to be reliable and excellent in their field. However, we are happy to work with any vendor you choose.

There may be insurance requirements for certain venues, so we will make sure that your vendor meets the venue's standards.

We review vendor contracts, however, please note, we are not lawyers.

Once a vendor is contracted, we are the main contact and we will forward them all details of the day.

Lekita Logan
CEO, Event Director

Phone: (561) 574-1246
Office Hours: M-Sat 8am-7pm



livenlavishevents@gmail.com
www.livenlavishevents.com

Some of the vendors you may utilize are:

- Floral and Décor
- Invitations & Other Printed Materials
- Photography
- Videography
- Linens, Seating, Décor
- Lighting
- Live music: Strings, Steel Drums, Guitar, etc.
- Specialty and/or food vendors
- Music: Band, DJ, Singers
- Favor and Gift Baskets
- Furniture rental
- Cake
- Entertainment
- Hair & Make-up Artists
- Transportation
- Calligraphy services

Event Day Management

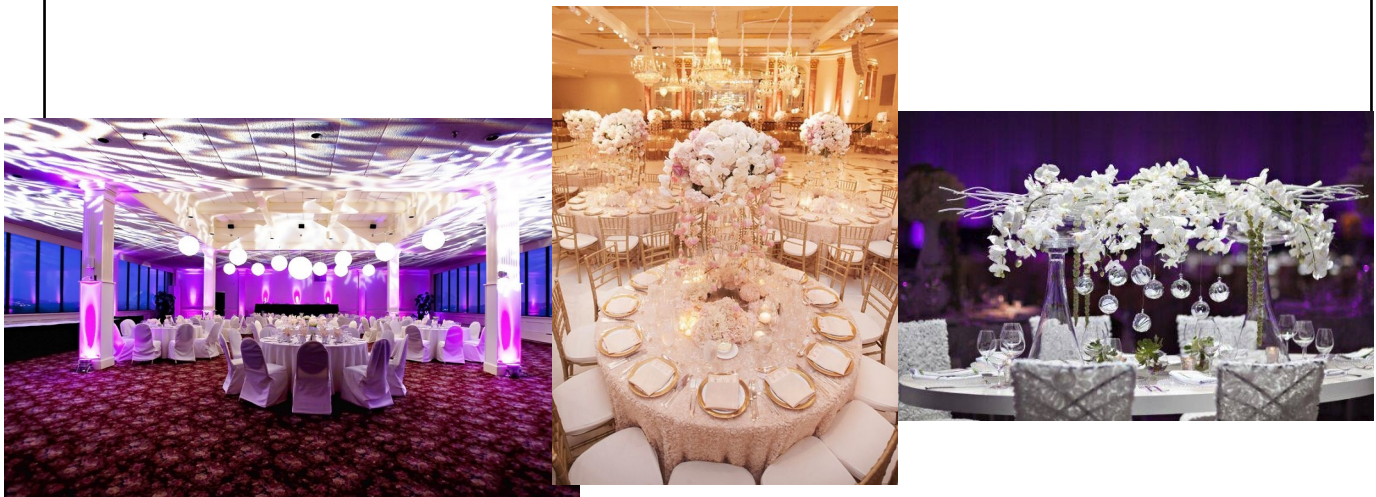
Your Live N Lavish Events Team will be on site to coordinate the Special Day.

- Advise you of balance due and distribute any balances and gratuities on the Day Of
- Supervise vendor arrival, set up
- Distribute flowers
- Event Day emergency kit
- Review timelines with Venue, Caterer and Vendors
- Set out personal items, such as escort cards, etc.
- Coordinate ceremony
- Coordinate between musicians and venue to adhere to timeline

All planning and details will be provided by Lekita Logan.

Assigned Event Manager will be on site on the Day Of until the end of the Event

Additional Services are available and will be priced accordingly: For example- Event Design, Event & Linen Rentals





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PARTIAL SERVICE PLANNING

This package is designed for those who have secured a venue and possibly even have some vendors in place.

We step in and assist you with everything else needed for your special day.

Communication and Planning

- Initial site visit and review to determine Vision, Theme and Décor, plus other site visits as necessary.
- Unlimited phone and e-mail conversation
- Special Event checklist provided
- Updates and communication during the planning stages
- We may recommend additional venues for rehearsal dinner, brunch or production
- We will accompany you to menu tasting, if requested.
- Décor guidance – linens, flowers, lighting, furniture, etc.
- Event design
- Communication with venue
- Create Day of timelines

Vendor Referrals and Appointments

If you are in need of additional vendors, we only refer the vendors that have proven to us to be reliable and excellent in their field. However, we are also happy to work with the vendors you have chosen and you are confident in their reliability.

In addition to assisting in vendor referral...

- We can review all vendor contracts, however, please note, we are not lawyers.
- We are the primary contact for the vendors, so you are not bothered with unnecessary details
- Accompany on Floral and Décor appointments to design the space
- Provide a detailed timeline to all vendors outlining the event day details...this includes the scheduling of hair and makeup appointments for you, family and event participants
- Confirm all vendors one week before the special event.
- In addition to assisting with vendor referrals, we will advise you of balances due and distribute any balances due on the "Day Of".

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Some of the vendors in a typical wedding may include:

- Floral and Décor
- Invitations & Other Printed Materials
- Photography
- Video
- Linens, Seating, Décor
- Lighting
- Cake
- Specialty and/or food vendors
- Band
- DJ
- Singers
- Strings, Steel Drums, Guitar, etc.
- Hair
- Make-up
- Transportation
- Calligraphy services

Event Day Management:

On...Your Special Day..."Day Of" ...

By the time Your Special Day arrives, we have worked together to have everything in place.

This is the time for the 'On-site" Coordination, in order to put all the pieces of the puzzle together.

- We have already confirmed all the vendors, so now we are on site to insure of their prompt arrival.
- They all have our contact information, so in the unlikely event of an emergency, they will contact us and not you.
- Timelines and schedules are again distributed to photographer, videographer, band or DJ, catering manager, banquet captain.
- We are at the Special Event for the duration, to be sure everything flows as designed.
- We have a "Day of" bag for emergencies
- We distribute flowers & prearranged props to venue and designated areas
- Escort cards, decorative items, favors, etc. are set according to plan
- Provide a final check on the location and insure lighting, set up, décor, etc are as we designed.
- Place personal items (bouquet, cake topper, cake knife, portrait, guest book, goblets, gifts, money etc. in an area for client or designated friends to be responsible for these items.

All planning, design and coordination will be by Lekita Logan.

The designated Event manager on staff will remain on-site throughout the event of the Day Of.



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MONTH OF COORDINATION SERVICES

- A month before the Special Event, the Event Manager will review specific event details and refer additional vendors, if necessary.
- Includes an on site visit before the Special Event
- Initiate and maintain contact with the venue regarding the event. In addition, we will provide the venue with a detailed "set up sheet", including vendor names and contact information.
- Confirm the number of guests and any other information the venue may require.
- Develop timelines for the Special Event.
- Contact vendors, provide contact information and distribute timelines before event
- Confirm all vendors week of, and act as contact person on Day Of the Event.
- Arrive 2 hours before the Special Event time and remain on site to coordinate the event
- Set up place cards and any other personal items/decor from the Client.
- Oversee the vendors set up on the Day Of the Event.
- Insure personal flowers & decorative items are delivered to the venue.
- Perform final check of lighting, seating, etc.
- Coordinate special event and entry.
- Coordinate the timeline of the party, dinner & reception with the music and the venue
- Collect any personal items of the client

DAY OF COORDINATION

Begins at \$500.00

Designed for the clients who have everything done, and wants to have a professional planner review all the details, oversee and coordinate the wedding on the "Day Of".

Two weeks before the Special Event day, we will confirm all the vendors and the venue, review your timeline, are on site on "Day Of" to insure that everything you have planned goes according to your vision.

We are on site for 7 hours. This package can include rehearsal on the day of. Rehearsals that take place before the Special Event and/or Production day are charged an additional fee.

This service is available to book three months or less before your Special Event.