

ONE 23 EVENTS

PLANNING SERVICES

EVENT LEAD | Included in your venue rental

- Onsite Building Host
- Onsite Security
- One hour event consultation 45-days prior to event
- AV support + customized lighting control throughout event
- Tables + chairs setup and teardown.



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DAY OF COORDINATOR | \$495

Everything included in Event Lead *PLUS* the following:

- Vendor confirmations one week prior to event date
- Final timeline meeting
- Distribution of timeline to all appropriate parties
- Attendance and coordination at rehearsal (if rehearsal space is booked)

Day of Event:

- (8) hours of onsite coordination (extra hours available)
- Management of all event emergencies
- Ensure sites are decorated as planned (linens, centerpieces, etc.)
- Manage timing of events according to timeline
- Make certain that last minute touches and decorations are finalized
- Cue wedding party and musicians when its time to walk down the aisle
- Track that the day runs as scheduled (dinner, toasts, dances, etc.)
- Transfer gifts to a secure location



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“ Best decision ever! Our planner took care of everything! We didn't have to worry about a thing! It was stress-free the entire way, and we actually got to enjoy our day! Highly highly recommend! Let's do it again! ”

- Cameron + Jason

PLANNING SERVICES CONTINUED

EXPERT PLANNING | \$1695

Everything included in Day of Coordinator *PLUS* the following:

- (25) hours of email correspondence with Expert Planner
- Personalized vendor recommendations
- Personalized decor recommendations
- Initial timeline meeting and timeline curation (month of event)

Day of Event:

- (12) hours of onsite coordination inclusive of event assistant
- Management of all event emergencies
- Ensure sites are decorated as planned (linens, centerpieces, etc.)
- Manage timing of events according to timeline
- Make certain that last minute touches and decorations are finalized
- Cue wedding party and musicians when its time to walk down the aisle
- Track that the day runs as scheduled (dinner, toasts, dances, etc.)
- Transfer gifts to a secure location
- Arrange for next day pickup of items, vendor permitting
- Pack up and organize all decor items and gifts



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FULL SERVICE PLANNING + EVENT DESIGN | \$3100

Everything included in Expert Planner *PLUS* the following:

- (40) hours of email correspondence with Expert Planner
- Custom event design - complete with moodboard + stylebook
- Personalized Decor Recommendations
- Initial timeline meeting and timeline curation (month of event)

Day of Event:

- (12) hours of onsite coordination inclusive of event assistant
- Management of all event emergencies
- Ensure sites are decorated as planned (linens, centerpieces, etc.)
- Manage timing of events according to timeline
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