

CORPORATE EVENT PLANNING

What does Quintessential Events' event planning entail? Simply put... Everything.

Our team is with you every step of the way providing the

HIGHEST LEVEL OF SERVICE

FLAWLESS EXECUTION

UNPARALLELED CREATIVITY

STRAIGHTFORWARD COMMUNICATION

From helping you select a location, to finding and managing vendors, to being on-site day-of to ensure everything goes smoothly, there is nothing you have to do.

All we need is to understand your organization's story and what you want for your event, and we take it from there.

We view every moment as an opportunity to do something unique. This is especially true for corporate events which have long been underwhelming. We are here to change that mindset. Let's plan the event only you can have.

ABOUT

Quintessential Events is a corporate, wedding and party planner that creates upscale and authentic experiences across the country.

SPECIFICS

COMMUNICATION

- Unlimited consultation calls, emails and meetings
- Online portal for all information related to event
- Monthly To Do lists (weekly, two months out)
- Liaison between your organization and vendors
- Attend and lead all vendor meetings

MANAGEMENT

- Budget creation and management, including real-time tracking
- Venue and location research and scouting
- Vendor management
- Off-site activity research and recommendations
- Contract negotiation
- Assist with Speakers
- Create Timeline
- Personalized timelines for the company and all vendors
- RSVP management
- Facilitate travel
- Direct day-of set-up and tear down
- Full day-of coordination by lead planner and at least one associate planner

DESIGN

- Event design
- Layout creation
- Create unique ideas to highlight company's story
- Marketing copy and design assistance, including invites and day-of items like programs, workbooks, etc.
- Stuffing and mailing save the date and invites

VENDOR PARTNERSHIP AND MANAGEMENT

- Venue
- Hotels
- Travel
- Florist/Decorator
- Caterer
- Bar
- Rentals (order, delivery, set-up and return)
- Linens (order, delivery, set-up and return)
- Cake and Desserts
- Photographer
- Videographer
- Lighting
- Sound
- Production
- Musicians
- Band and DJ
- Marketing/Stationery Designer
- Transportation
- Hotel Room Blocks
- Parking and Valet
- Arrival Gifts and Favors
- Welcome Amenities