

# SPECIAL EVENT PLANNING

What does Quintessential Events' special event planning offering 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 putting together and mailing your invites, to designing and creating a party no one will forget, there is nothing you have to do.

All we need is to understand your story and what you want for your day, and we take it from there.

We view every moment as an opportunity to do something unique. Let's plan the day only you can have.

## ABOUT

Quintessential Events is a wedding, party, and corporate event 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 the event
- Monthly To Do lists (weekly, two months out)
- Liaison between family and vendors
- Attend all vendor meetings

### MANAGEMENT

- Budget creation and management, including real-time tracking
- Custom templates: guest lists, photographer shot list, etc.
- Venue and location research and management
- Contract negotiation
- Vendor management
- Personalized timelines for the family and vendors
- RSVP management
- Access to company rentals
- Direct day-of set-up and tear down
- Full day-of coordination by lead planner and at least one associate planner
- Return of personal items and gifts the following day
- Facilitate Travel

### DESIGN

- Event design
- Layout creation
- Create unique ideas to highlight client's story
- Stationery copy and design assistance including invites and day-items
- Stuffing and mailing invites

### VENDOR PARTNERSHIP AND MANAGEMENT

- Venue
- 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
- Musicians
- Band and DJ
- Stationery Designer
- Hair and Make-up, if needed
- Transportation
- Hotel Room Blocks
- Parking and Valet
- Arrival Gifts and Favors
- Cardbox, cake stand, cake cutting set, etc.