



ABSOLUTELY
EVENTS *Inc.*

S E R V I C E S

Absolutely IN! Events offers a complete suite of planning services tailored specifically to your unique needs. Fabulous events don't just happen; they require a tremendous amount of time, energy and organization. That's where we come IN! Our seasoned team of experts are on hand to help you with all of the details, from budget planning and vendor selection to guest accommodations, communication and finally, the seamless execution of your event. We come complete with a team of detail-obsessed planners, fashion forward design experts, and savvy event managers who know how to breathe life into your vision, keep you on track and give you the peace of mind every client deserves.

In order to help you create an experience that you and your guests will remember, we offer these event planning services.

VENUE SELECTION: now you won't have to struggle to find the right venue with the right fit. We will arrange and attend up to three venue visits in order to help you find your dream location.

DETAILS, DETAILS: We will develop a custom design concept just for you and your event and all of the little details. We will discuss the vision, as well as the logistics, and coordinate rentals of specialty items to make your day unlike any other.

AMAZING EVENTS PROS: We help you choose the event professionals that work with your design concept and your budget. We will schedule and attend up to five event professional appointments.

TRACK THE \$\$: As much as we love the pretty stuff, we want you to stay on track with your budget and payments. We will provide a custom budget tracking worksheet and assist in creating and managing budget, track payments and due dates.

GET A ROOM: Don't leave your guests with the responsibility to choose from all of the hotels in the city. We will help you negotiate room block agreements and manage room reservations at each location with periodical updates to you.

DON'T DRIVE AWAY: Do you want your guests to experience the pure bliss of not having to think about driving to the event or finding transportation? We will hire, schedule and manage transportation details for your event.

PAPER PARTY: Get ready to have a happy stationery dance! We will help you choose stationery items such as save-the-dates, invitations, programs, menus and all other printed items. We will communicate all details & edits to stationer.

SO WHO'S COMING?: We will create a spreadsheet for RSVP management and update you regularly as we receive responses.

WHAT'S FOR DINNER?: We will work with you and the caterer/venue to choose a personalized menu and provide display/serving ideas.

WELCOME, WELCOME: We will provide ideas, gather items and deliver guest welcome gifts for up to two locations. The cost of materials and items for the welcome gift are excluded.

THE BIG DAY: When the big day arrives, it's our turn to make it everything you dreamed it would be. While you are enjoying the day, we will:

- Assist with event diagram/layout
- Provide seating chart template
- Verify final guest count with venue and other event professionals
- Create event timeline and email to event professionals at least one week prior to the event
- Confirm load-in and load-out times with all event professionals
- Attend and direct event day
- Assist client throughout the event
- Ensure correct setup of entire event (tables, chairs, linens, menus, table numbers, place cards, DJ/band, florals, favors, etc.)

Every event includes at least one Event Planner and one additional Assistant for the event day. If event consists of travel between two locations, additional fees may apply.

PRICES RANGE FROM \$2000-\$6500+ DEPENDING ON THE SERVICES YOU CHOOSE.

