



# 1000 STORIES

*Event Planning & Coordination*

## CORPORATE EVENT PLANNING & COORDINATION

### OPEN HOUSES/RIBBON CUTTINGS ~ PACKAGE 1\*

Schedule your FREE Consultation for Pricing

#### PRE-EVENT PLANNING

Up to 3 months planning

Create initial budget allocation and manage expenditures

Schedule and attend venue tours; aid in selection and negotiate contract

Collaborate on theme and colors for design concept

Research vendors and set up initial meetings: venue(s), rentals, caterer, fundraising, auctions/raffles, marketing/advertising, electronic invitations, photographer, step and repeat, MC/DJ/entertainment

Review vendor contracts and confirm details for client. Place and confirm rental orders, dates, quantities and layouts

With client input, create comprehensive event itinerary

Unlimited emails, texts, phone calls and messages on website for advice and support throughout the entire planning process. Prior to rehearsal, up to 4 meetings in person with clients and vendors

#### EVENT COORDINATION

Communicate timeline to event planning committee

Event day on-site coordination up to 6 hours

Overseeing vendor set up

Managing the timeline of the day

Handling final payments and gratuities as needed or requested

Directing the guest speakers

Coordinator will have an "Event Day Emergency Kit" on hand

Layout programs, nametags, favors, swag bags, seating charts and any special items

Ensure auctions items are tracked and picked up by the winner

Oversee rental returns

\* Package 1 is priced on event size of 120 or fewer guests, maximum of 4 vendors, up to 6 hours onsite, and within 15 miles of downtown Vancouver, WA. See Additional Rates and Extra Services for other pricing.