

# ExtravEvent

## PRICING & PACKAGES

**FREE 30 MIN EVENT CONSULTATION AVAILABLE!**

### **A LA CARTE SERVICES**

- **Venue & Vendor Selection - \$225**

*Industry expertise in aiding to choose a location for the event, and the vendor team to provide all aspects of event needs.*

*-Includes help with theme and/or direction creation*

*-Includes contract review and negotiation*

*-Includes travel to vendor scouting appointments within 25 miles of Downtown Cleveland, OH. Locations further than 25 miles will be billed at \$2 per each additional mile.*

- **Leading Correspondence - \$150**

*Responsible for keeping proper, prompt and organized communication with vendors, event teams and bridal parties via phone, email and other social services. Frequent and upkeep communication amongst relative parties is key to the overall success of the event.*

- **File & Logistics Organization - \$475**

*Filing and organization of paperwork and details once vendors are chosen, decisions have begun to be made and communication starts to flow. The creation of forms such as budget tracking sheets, invitee lists, vendor contact lists, packing lists and timelines.*

*-Includes Wedding Site Build (maintenance NOT included)*

*-DOES NOT include RSVP management.*

- **Event Preparation - \$2,500**

*All physical & digital preparation of actual event elements, including but not limited to décor prep, invitation assembly, seating charts, place cards, programs, favors, give-a-ways, etc.*

*-Includes RSVP management and Wedding Site Build & Maintenance (if applicable)*

*-Includes travel to vendor meetings/appointments within 25 miles of Downtown Cleveland, OH. Locations further than 25 miles will be billed at \$2 per each additional mile.*

*-Includes Up To 10 In-Store Shopping Hours & \$45/\$60\* per each additional in-store hour (Mileage rules stated above still apply.)*

- **Day-Of-Coordination - \$1,250**

*The Day of Coordination service for events begin 30 days before the actual event date. Although there is no detail planning involved in this service, it is important that the day of the event, the hosts are as stress free as "evently" possible! Gathering of all previously confirmed information and creation of a Day of Timeline and Contact List. Final contact of vendors and coordinator introduction before Day of Event. Prior arrival to the venue(s) the Day of Event for all set-up,*

vendor management, time management, and guest management. A-Z care for executing the event from start to finish. Gift securement. Tear-down and pack-up not included.

-Includes travel to all venues the Day of Event within 25 miles of Downtown Cleveland, OH.

Locations further than 25 miles will be billed at \$2 per each additional mile.

-Includes 12 hours of Day-Of Execution plus 10 hours of Preparation

\$45/\$60\* per each additional Day-Of or Preparation Hour

- **Event Post-Tasks - \$350**

The tasks that often get forgotten once the event is over! Oversee tear-down of host and vendor items to standard of the venue and vendors, ensuring rental items are returned to any rental companies, disbursement of final vendor payments and gratuities, aid with Thank You Card assembly and mailings.

*\*Hourly In-Package Rates*

*\*\*Hourly A-La-Carte Rates*

*\$45 per Hour Social - \$60 per Hour Corporate*

*\$75 per Hour Social - \$90 per Hour Corporate*

## **PACKAGES & RATES**

- **The "EXTRAVEVENT" Package - \$4,750**

This Full-Service Planning & Coordination Package includes all 6 of the A LA CARTE Services listed above. With your vision and our team, this package guarantees that you will actually get to enjoy seeing your event come to life, from its conception to beyond execution! Let us do the work for you! With this package, you will not only get an event, you are sure to get an EXTRAVEVENT.

-Includes up to 100 Hours of Service. \$45/\$60\* per each additional Day-Of or Preparation Hour

- **The "CONCIERGE" Package - \$750**

This package is for the Creative DIY Client who wants to handle their décor, design, vendor meetings/decisions (post vendor-selection), and the other "meat & potato" event preparation tasks but would still like assistance with vendor selection, organization and streamlined communication. This package includes the following A LA CARTE Services:

1. Venue & Vendor Selection
  2. Leading Correspondence
  3. File & Logistics Organization
- Day of Coordination Services are a recommended add-on to this package. EXTRAVEVENT would still only provide selection, organization & communication services during planning, and then come back into the process towards the end. 10% off this added service will apply.

- **The "50/50" Package - \$3,850**

You do 50%, We do 50%! This package is for the Planning Client who wants to be the "Creative Director", but not actually Create or Direct! When this Client comes to EXTRAVEVENT, their vendors and any themes are already chosen. They also want to keep all their own paperwork, head their own communications with vendors and guests, make their own creative decisions and create/keep their own forms and lists. EXTRAVEVENT would then come into the process during planning to actually execute and carry out the decisions made by the Client, provide coordination the day of the event, as well as provide the not-so-glamorous post-event tasks! This package includes the following A LA CARTE Services:

1. Event Preparation
2. Day-Of-Coordination
3. Event Post-Tasks