

2021-2022

EVENT PLANNING SERVICES

presented

by

Liz
D
Events



Planning Services

Venue Tour and Management

3 venue options provided for the event. Schedule site visit appointments based on client's availability. Negotiate and review the venue contract, confirming the client's specific needs are addressed and met throughout the planning process.

Vendor Referral and Management

Suggest professional vendors based on client's budget, needs and requests. Negotiate and review of all vendor contracts throughout the planning process with final vendor confirmations 4 weeks before the event. Vendors include but are not limited to:

- Catering
- Decor Designer
- Graphic Designer
- Cinematographer
- Talent/Entertainment
- Ticket Sales and Virtual Auction Platform

Ticket Sales and RSVP Management

Ticket Sales: Liz D. Events will suggest and assist the client in managing an on-line ticket sales platform for their event, for guests and shareholders to access details regarding the event, sponsorship opportunities, and ticket purchasing.

Invitation /RSVP Management: Assist client with creating the special invitee list, and deploy invitations accordingly. Track and manage all RSVPs of participants, and VIPs, coordinating the distribution of the event's experience gifts.

Week of Timelines

Liz D. Events will create custom run of shows and event resumes for the following event participants:

- Custom program Run of Show for all talent, honorees, and hosts, as well as audio/visual technicians; outlining talent, times, and audio/visual cues.
- Custom Event Resume for your stakeholders and special guests, presented to appropriate parties per the client's request.
- Custom Detailed Installation and Dismantle Schedule created for the venue and vendors.

Pre-Event Milestone Meetings

Monthly meetings will be scheduled to manage milestones during the planning process. The month of the event, weekly meetings will be scheduled. A vendor walk-through will be scheduled upon contracting of the talent and vendors.

Day of Management

Liz D. Events will provide a team of 3 on-site coordinators to conduct the following tasks for the day of productions.

- Vendor Installation
- Run of Show Rehearsal
- Production Management Execution for Talent and Honorees/ VIPs
- Vendor Dismantle
- Post Production Liaison between Client and vendors & venue