

2021-2022

SOCIAL 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
- Audio/ Visual
- Cinematographer
- Talent/Entertainment
- Photographer

Day of Stationery and RSVP Management

Stationery design and suggestions. Assistance with guest list development. Invitation and RSVP management, as guests' responses are received. Guest list organization post RSVP due date, including escort/ place card creation and printing, seating chart development, and tracking of special accommodations per party/ family.

Week of Timelines

- 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 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 of the event
- Vendor Dismantle
- Post Production Liaison between Client and vendors & venue