



## Corporate Event Management

### L'Ultime Box - Event and Décor Management: All-Inclusive, Full-Service

- ◆ Unlimited text and emails
- ◆ Planning Meeting/Updates - Monthly
- ◆ 1 Initial Consultation
- ◆ 1 wrap up meeting
- ◆ Vendor confirmations
- ◆ Planning Timelines
- ◆ Planning Checklists
- ◆ Rehearsal Coordination
- ◆ Oversee Event Rentals
- ◆ Oversee Setup
- ◆ Day of Coordination- Responsible for vendors, setup, breakdown, basic clean up
- ◆ Day of Directing- Executing predetermined timeline
- ◆ Day of Timeline
- ◆ Vendor Liaison
- ◆ 1 Additional Event Manager
- ◆ Oversee Event Breakdown
- ◆ Day of vendor distribution payments
  
- ◆ Vendor Recommendations
- ◆ Design Plan
- ◆ Contract Negotiations
- ◆ Present for all Vendor meetings
- ◆ Present for all Venue meetings
- ◆ Budget Creation and Management
- ◆ Site tours for Prospective Venues - 6
  
- ◆ Set up Vendor appointments
- ◆ Oversee Vendor appointments
- ◆ Oversee vendor selections (up to 5 scouting meetings per vendor additional \$25/hr for more)
- ◆ Guest management
- ◆ Catering and menu selection
  
- ◆ Design and Décor management
- ◆ Attendance for all design vendor meetings
- ◆ Guest Host
- ◆ Finding Staff

**Price Point ranges: \$1600-\$2900**

*Our fees are based on guest count and budget*

*\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties*

Events in a Box



## *Corporate Event Management*

### *L'Ultime Box - Event and Décor Management: All-Inclusive, Full-Service*

This service is all-inclusive, full-service. It is your planning, design and wedding management. I am the one who puts together your team of experts, works with them, manages them and orchestrates them to create the vision, the emotion and the final results you want. It takes a team to create the dream. I handle the planning, creating and executing the design, and the day-of coordination so you don't have to. This is the only service that design management is included.

***Price Point ranges: \$1600-\$2900***

***Our fees are based on guest count and budget***

***\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties***



*Events in a Box*

## Corporate Event Management

### La Grande Box - Full Service

- ◆ Unlimited text and emails
- ◆ Planning Meeting/Updates - Monthly
- ◆ 1 Initial Consultation
- ◆ 1 Wrap up meeting
- ◆ Vendor confirmations
- ◆ Planning Timelines
- ◆ Planning Checklists
- ◆ Rehearsal Coordination
- ◆ Oversee Event Rentals
- ◆ Oversee Set-up
- ◆ Day of Coordination- Responsible for vendors, set-up, breakdown, basic clean up
- ◆ Day of Directing- Executing predetermined timeline
- ◆ Day of Timeline
- ◆ Vendor Liaison
- ◆ 1 Additional Event Manager
- ◆ Oversee Event Breakdown
- ◆ Day of vendor distribution payments
  
- ◆ Vendor Recommendations
- ◆ Design Plan
- ◆ Contract Negotiations
- ◆ Present for 3 Vendor meetings (per signed vendor)
- ◆ Present for 3 Venue meetings
- ◆ Budget Creation and Management
- ◆ Site tours for Venue - 4
  
- ◆ Set up Vendor appointments
- ◆ Oversee Vendor appointments
- ◆ Oversee vendor selections
- ◆ Guest management
- ◆ Catering and menu selection
- ◆ Finding Staff
- ◆ Guest Host

**Price Point ranges: \$900-\$2200**

*Our fees are based on guest count and budget*

*\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties*



## Corporate Event Management

### La Grande Box - Full Service

I am with you every step of the way through the process I work as your planning expert helping you create your dream team. You are more involved in the planning process.

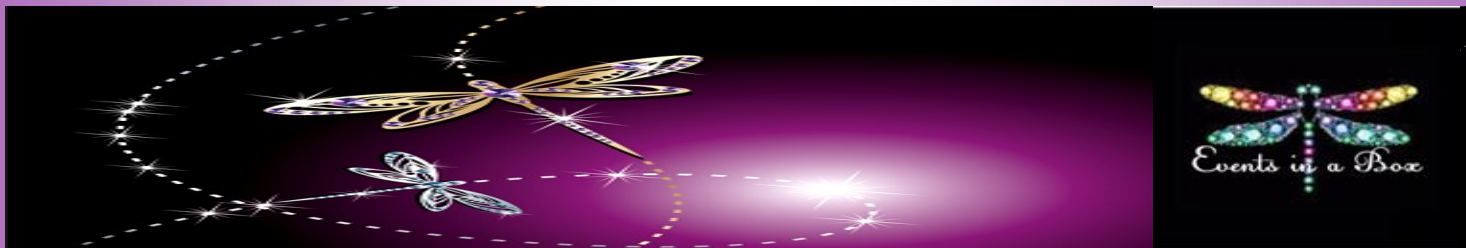
**Price Point ranges: \$900-\$2200**

*Our fees are based on guest count and budget*

*\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties*







## Corporate Event Management

### La Petite Box – Partial Service

I am with you every step of the way through the process I work as your planning expert helping you create your dream team. You are more involved in the planning process.

**Price Point ranges: \$700-\$2000**

***Our fees are based on guest count and budget***

***\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties***





## Coporate Event Management

### Events in a Box- A package add-on

#### **ERRANDS**

Errands (drop-offs and pick-ups) – Pre, post and day-of

#### **OUTSIDE EVENTS**

Pre and post day events - Plan: help plan with host, Directing: On-site, Management: Plan start to finish

#### **GUESTS SERVICES**

Putting together and/or delivering welcome packets and/or gift bags and favors; planning of guests events and/or transportation; RSVPs, room blocking; placing directional cards

#### **CEREMONY/COCKTAIL/RECEPTION/EVENT SETUP AND/OR BREAKDOWN**

Tables, chairs, linens, place setting, centerpieces, florals, chair sashes and covers,

#### **ASSISTING/HOSTING SERVICES**

Bridal concierge, hosts for guests, wake up call, attendance to personal appointments (hair, make-up, dress fittings, photo shoots), additional assistant, room flipping,

#### **WAITSTAFF AND SERVERS**

Cake cutting, Champagne serving, basic bar services, cleaning tables, buffet servers

#### **FOOD SERVICES**

Create your menu, getting it delivered, creating platters

#### **SILK FLORALS**

Centerpieces, décor, personal

#### **RENTALS**

Décor, tables, chairs, place setting, linens

#### **PAPER PRODUCTS**

Place cards, escort cards, menu cards, programs

*\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties*





## Invitations & Essentials



***No matter the needs...we've got you covered!***

- ◆ Announcements
- ◆ Invitations
- ◆ Table numbers
- ◆ Directional signs
- ◆ Personalized cocktail napkins
- ◆ And much more!!

Follow this link: <http://www.eventsinaboxnc.carlsoncraft.com/> to visit our site and make your purchases!!





## *Events in a Box's* iEVENTS Virtual Event Planning

### **THE CONSULTANT *price point starts at: \$480/monthly***

This is your online event planner. Included in this package: timelines, checklists, day-of setup, day-of coordination guide, vendor guide, etc. You receive up to 3 virtual appointments, unlimited text and email consultations.

#### Includes:

- Unlimited Text and Emails
- Planning Updates
- Initial Meeting
- Wrap Up Meeting
- Vendor Confirmations

#### Choose Planning Aspect:

- Vendor Scouting
- Venue Scouting
- Design Coordinating
- Event Planning
- Day of Coordination
- Guest Management

\*Outside of NC: additional \$25

### **THE CONCIERGE *price point: \$340***

With this package, you have a personal assistant. Included in this package: setting up vendor appointments, appointment reminders, appointment follow-ups, create vendor questions specific to your event, we will do initial consultations with vendors before you meet with them. You receive up to 1 virtual vendor appointments, 2 personal virtual appointments or calls a week, unlimited text and email consultations.

### **THE PLANNING COACH *price point: \$200/month***

The Planning Coach is there to make sure you are following your timeline and getting your tasks done. This is great for those who need a little bit of accountability while they are planning on their own. You receive 1 personal virtual appointments or call a week, unlimited text and email consultations.







*Events in a Box's*  
iEVENTS  
Virtual Event Planning

I also offer virtual planning. Maybe you do not live in this area or you may not want to have a full planner or need something to work more with your budget. Or you may be planning an event in a different destination.





*Events in a Box's*

## *Design & Décor Management*

*Throw an event that will take your guests' breath away!*

We create handcrafted customize design and decor for all your needs! We are here to give you the most unique look for your wedding, party or corporate event. You give us your vision we will create the reality!

*These are just a few things we can assist you with:*

Linen rentals • Decor rentals • Decor set-up and clean-up • Creating design schemes • Theme weddings and events • Floral arrangements • Theatrical lighting • Decor visualization • Creating unique and customized decor• Paper Essentials•

### **Design & Decor Management**

- ◆ Design Coordinator
- ◆ Up to 6 two-hour Design and Creation
- ◆ Consultations onsite
- ◆ Management of all contracted décor vendors
- ◆ Oversee Delivery of decor
- ◆ Oversee Set up of decor
- ◆ Oversee Break down of décor & Pick up of décor and rentals



### ***Price Point starts at:***

- ◆ \$700 –\$900 for *Design and Décor Management*– We do all the planning from start to finish
- ◆ \$500-\$900 for *Design and Décor Coordination*– You've already started and need help pulling it together
- ◆ \$300-\$500 for *Décor Architect*– We handcraft your specialty décor items

***(A \$50 Initial Consultation Fee is due. It will be put towards your package once contract is signed)***

***\*additional travel fees will apply if traveling outside of Wake, Durham and Orange Counties***

***\*decor, service fees and taxes are not included in the base price***

