



Special Event Planning Packages *Celebrations!*

Our celebrations package includes events that you feel should be memorable moments. We want to make your special occasions **SPECIAL** and help relieve the stress of planning an event that you feel is important to you.

Event Types

Retirement Parties
Baby Showers
Mitzvahs

Graduation Parties
Anniversaries
Birthdays

Complete Planning

- Initial consultation with client *complimentary*
- Create event concept & design
- Invitation selection & mailing
- Vendor referrals & selection (entertainment, food, music, etc.)
- Venue visit
- RSVP** management
- Assist with menu selection
- Distribute final payments of vendors
- Day of setup & management
- Meeting review 1 week before event to finalize details
- Oversee clean-up and event breakdown

Partial Planning

- Initial consultation with client *complimentary*
- Event concept & design review
- Vendor selection review
- Venue visit
- RSVP** management
- Distribute final payments of vendors
- Day of setup & management
- Meeting review 1 week before event to finalize details
- Oversee clean up and event breakdown

All packages consist of the basic accommodations and removal of basic accommodations is prohibited but may be customized with a la carte options. All events booked in less than 30 days and extend past midnight will have an additional charge added to package.