

Debra's Details & Designs

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# Event Packages & Details

*Curating Experiences that Elevate Your Cherished Moments!*



# Hi There!

I'm Debra, and I thrive on bringing order to chaos. Those little details that might have you feeling overwhelmed? They're my specialty. As an expert event curator and designer with years of experience, I've honed my skills in managing the intricacies of events.

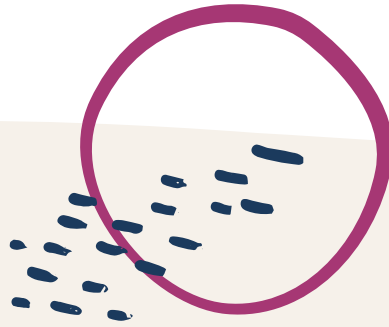
I've built strong relationships with top-notch vendors and have a deep understanding of the ins and outs of the events industry. So, if you're in the midst of planning an event, I'm here to help you bring your vision to life.

Whether you're envisioning a local gathering or embarking on an unforgettable destination adventure, I'll handle all the nitty-gritty details so you can focus on enjoying the journey and, of course, your extraordinary event.

Let's embark on this exciting journey together! I can't wait to work with you and turn your dream event into a reality.

**CURATOR OF MEANINGFUL EVENTS**





## WEDDING PLANNING

Your wedding holds an irreplaceable place in your heart, a moment of immense significance. I genuinely believe in crafting weddings that authentically mirror your unique vision and love story. Together, we'll curate an elegant celebration that speaks to your hearts and leaves lasting impressions on both you and your cherished guests.

As your dedicated wedding planner, I am your steadfast supporter, ensuring that each element aligns seamlessly, allowing you to fully embrace and enjoy every precious moment of your special day. Your joy and satisfaction are at the core of what I do, and I am committed to making your wedding experience as exceptional as you are.

***We appreciate that each couple's journey is unique. As such, we have curated two foundational packages that can be tailored to suit additional preferences and needs. They are: The VIP Experience and Basic Planning packages.***

# THE VIP Experience

**Perfect for:** The couple seeking a seamless planning experience from start to finish. Our comprehensive package encompasses every detail necessary to bring your dream wedding to life while ensuring you feel seen and heard throughout the preparation and actual day itself.



# THE VIP EXPERIENCE DETAILS

## PRE-WEDDING DAY

- + **Up to twenty-four (24) Planner/Client 1-hour meetings (virtual or in-person)**
  - o One (1) onboarding meeting
  - o Twenty-one (21) meetings during the planning process
    - One (1) meeting to discuss, review, and advise you on your budget
    - One (1) meeting to discuss the selection of the wedding professionals
    - One (1) meeting to assist you with your food & beverage selections
    - Eighteen (18) general planning sessions
  - o One (1) wrap-up meeting (3 weeks prior to your wedding day)
  - o One (1) final meeting (2 weeks prior to your wedding day)
- + **Up to fifteen (15) Planner/Client/Vendor 1-hour meetings (virtual or in-person)**
  - o Coordinate with the hired wedding professionals
  - o Schedule & attend the meetings with the wedding pros including, but not limited to: venue, DJ/band/entertainment, photographer, videographer, caterer, baker, bar, hair & make-up, transportation, florist, rental company, lodging
- + **Attend one (1) venue walkthrough**
- + **Review the proposals and contracts from each of the wedding pros and answer vendors' questions to ensure that everyone is in sync**
- + **End-of planning vendor confirmations (making any necessary adjustments)**
  - o Planner will contact all hired wedding pros 3 to 4 weeks prior to the wedding day to gather appropriate information needed to devise a wedding timeline that ensures the day runs seamlessly
  - o Review the contracts and planning arrangements
  - o Confirm delivery times and dates
  - o Verify arrival times
  - o Check rental items
- + **Provide unlimited email contact and respond to inquiries within 1 business day along with monthly check-ins**
- + **Furnish a wedding planning checklist**
- + **Give budget management assistance helping the couple stay organized and on track**
  - o You will have access to a viewable online tracker (updated monthly) that will allow you to stay on top of your wedding budget
- + **Develop full event design, theme, and concept feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, specialty rentals, save the dates, etc.**
- + **Offer invitation and management assistance including ordering assistance, proofreading and optional RSVP tracking**
- + **Create wedding timeline**
  - o Develop by communicating with the hired wedding pros, venue and couple
  - o Distribute the final version to the venue, wedding pros, couple, wedding party, family and others, as needed
- + **Negotiate special hotel rates and room blocks for out-of-town guests**
- + **Research activities and special events for out-of-town guests**
- + **Coordinate rehearsal dinner**
- + **Act as the single point of contact throughout the planning process**
  - o Couple and vendors/venue to include the Planner in all emails/calls/meetings to ensure that the Planner is in the loop and aware of any and all arrangements

## WEDDING DAY ASSISTANT DETAILS

- + **One planner assistant included (up to 100 guests). An additional assistant will be added for each 100-guest increment at an additional fee of \$200 per assistant**

## WEDDING

- + **WEDDING REHEARSAL COORDINATION (1 HOUR)**
  - o Administer with the couple, wedding party, family, and officiant (if applicable)
  - o Walk through detailed timeline so that all key players are ready for wedding day
  - o The couple will provide to the wedding planner (a minimum of one day prior to the wedding) the items needed for set-up on wedding day.
    - These items typically include guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, card box, picture frames, marriage license, etc.
    - If the couple has more items than listed above, the Planner may re-evaluate the number of assistants needed and this may incur an additional \$200 fee. Set-up assistance is not allowed by non-professional friends or family of the couple
- + **Wedding Ceremony (Set-up + Coordination)**
  - o Manage the flow and timing of the ceremony and liaison between the wedding party, family members, and wedding pros
  - o The couple will have access to the planner's Emergency Day Kit throughout the wedding day
  - o Distribute the bouquets, boutonnieres, and corsages
  - o Direct the hired wedding pros and ensure marriage license lands in the correct hands (optional)
  - o Oversee and supervise set-up to ensure that the couple's vision comes to life
  - o Set-up all decor not handled by a specific hired vendors (such as unity candle, programs, and/or personal items)
  - o Cue those involved in the wedding processional; i.e., couple, wedding party, family members, honorary attendants, musicians and/or sound persons
- + **Wedding Cocktail Hour + Reception (Set-up through Clean-up)**
  - o Set-up all reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, disposable camera, etc.)
  - o Oversee vendor set-up of reception and ensure commitments fulfilled
  - o Assist with bustling wedding gown, if applicable
  - o Line up and cue those involved in grand entrance
  - o Assist band or DJ in cueing important events (i.e., grand entrance, parent dances, cake cutting, bouquet toss, grand exit)
  - o Cue couple for all important events
  - o Maintain & coordinate timeline for all events during reception
  - o Stay in communication with banquet staff to ensure things are going smoothly
  - o The couple will secure a friend or family member who will collect and transport all personal items such as gifts, pictures, toasting flutes, clothing, etc. at wedding conclusion

**STARTING THE VIP EXPERIENCE  
INVESTMENT:**

**\$3,950**

**(ENJOY 10% DISCOUNT IF 50 GUESTS OR LESS)**



BASIC PLANNING

# Details

*Perfect for:* This couple who desires a flawless wedding day experience.

# BASIC PLANNING DETAILS

## PRE-WEDDING DAY

- + **Up to eight (8) Planner/Client 1-hour meetings (virtual or in-person)**
  - o One (1) onboarding meeting
  - o Five (5) meetings during the planning process
    - One (1) meeting to discuss the selection of the wedding professionals
    - Four (4) general planning sessions
  - o One (1) wrap-up meeting (3 weeks prior to your wedding day)
  - o One (1) final meeting (2 weeks prior to your wedding day)
- + **Attend one (1) venue walkthrough**
- + **Review the proposals and contracts from each of the wedding pros and answer vendors' questions to ensure everyone is in sync**
- + **End-of planning vendor confirmations (making any necessary adjustments)**
  - o Contact all hired wedding pros 3 to 4 weeks prior to the wedding day to gather appropriate information needed to devise a wedding timeline that ensures the day runs seamlessly
  - o Review the contracts and planning arrangements
  - o Confirm delivery times and dates
  - o Verify arrival times
  - o Check rental items
- + **Provide unlimited email contact and respond to inquiries within one (1) business day along with monthly check-ins**
- + **Furnish a wedding planning checklist**
- + **Assistance with invitation wording, as requested**
- + **Create wedding timeline**
  - o Develop timeline by communicating with the hired wedding pros, venue and couple
  - o Distribute final version to venue, wedding pros, couple, wedding party, family and others, as needed
- + **Negotiate special hotel rates and room blocks for out-of-town guests**
- + **Act as the single point of contact throughout the planning process**
  - o Couple and vendors/venue to include the Planner in all emails/calls/meetings to ensure that the Planner is in the loop and aware of any and all arrangements

## WEDDING DAY ASSISTANT DETAILS

- + **One planner assistant included (up to 100 guests). An additional assistant will be added for each 100-guest increment at an additional fee of \$200 per assistant**

## WEDDING

- + **WEDDING REHEARSAL COORDINATION (1 HOUR)**
  - o Administer with the couple, wedding party, family, and officiant (if applicable)
  - o Walk through detailed timeline so that all key players are ready for wedding day
  - o The couple will provide to the wedding planner (a minimum of one day prior to the wedding) the items needed for set-up on wedding day.
    - These items typically include guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, escort cards, chargers, card box, picture frames, marriage license, etc.
    - If the couple has more items than listed above, the Planner may re-evaluate the number of assistants needed, and this may incur an additional \$200 fee. Set-up assistance is not allowed by non-professional friends or family of the couple
- + **Wedding Ceremony (Set-up + Coordination)**
  - o Manage the flow and timing of the ceremony and liaison between wedding party, family members and wedding pros
  - o The couple will have access to the planner's Emergency Day Kit throughout the wedding day
  - o Distribute the bouquets, boutonnieres, and corsages
  - o Direct hired wedding pros and ensure marriage license lands in the correct hands (optional)
  - o Oversee and supervise set-up to ensure that the couple's vision comes to life
  - o Set-up all decor not handled by a specific hired vendors (such as unity candle, programs, and/or personal items)
  - o Cue those involved in the wedding processional; i.e., couple, wedding party, family members, honorary attendants, musicians and/or sound persons
- + **Wedding Cocktail Hour + Reception (Set-up through Clean-up)**
  - o Set up all reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, disposable cameras, etc.)
  - o Oversee vendor set-up of reception and ensure commitments fulfilled
  - o Assist with bustling wedding gown, if applicable
  - o Line up and cue those involved in grand entrance
  - o Assist band or DJ in cueing important events (i.e., grand entrance, parent dances, cake cutting, bouquet toss, grand exit)
  - o Cue couple for all important events
  - o Maintain & coordinate timeline for all events during reception
  - o Stay in communication with banquet staff to ensure things are going smoothly
  - o The couple will secure a friend or family member who will collect and transport all personal items such as gifts, pictures, toasting flutes, clothing, etc. at wedding conclusion

**STARTING BASIC PLANNING  
INVESTMENT:**

**\$1,895**

**(ENJOY 10% DISCOUNT IF 50 GUESTS OR LESS)**

CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE

# Client Love

*Alicia Garrettson, Bride*

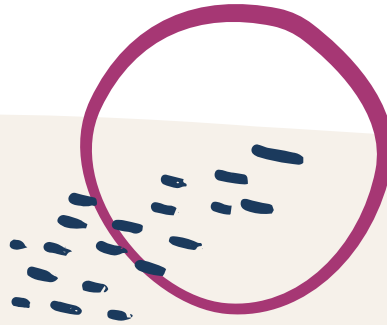


I can't thank Debra enough for making my wedding day perfect! It was my dream come true. I felt at ease from the first day I contracted with her. I knew everything would go according to her plans!



CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE





## MILESTONE CELEBRATIONS

In life, there are treasured occasions that call for special recognition and undivided attention. These are the moments where we pause, reflect, and commemorate life's remarkable achievements and milestones. Whether it's a joyous graduation, a cherished birthday or anniversary, the arrival of a precious little one, or simply a heartfelt gathering just because, these occasions deserve to be remembered forever.

Imagine being the guest of honor, enveloped in an ambiance of pure delight and surrounded by loved ones. Together, we'll design a bespoke event that immerses you in a world of unforgettable moments crafted to embody your unique style and pay homage to your remarkable achievements.

***Step into a world of possibilities with our thoughtfully curated packages: the stress-free Party Supreme and the interactive It's My Party. The best part? Both packages are fully customizable, beckoning your personal touch to transform your celebration into an unforgettable experience. Let's weave your vision into reality together!***

PARTY SUPREME

# Details

***Perfect for:*** The person who wants a customized experience + expert guidance for every single decision they make. Not only will your event be spectacular, but your anxiety level will be kept in check because you know that you have someone handling all of the details.

# PARTY SUPREME DETAILS

## PRE-EVENT DAY

- + **Up to twenty-four (24) Planner/Client 1-hour meetings (virtual or in-person)**
  - o One (1) onboarding meeting
  - o Twenty-one (21) meetings during the planning process
    - One (1) meeting to discuss the selection of the event professionals
    - Twenty (20) general planning sessions
  - o One (1) wrap-up meeting (2 weeks prior to the event)
  - o One (1) final meeting (1 week prior to the event)
- + **Up to fifteen (15) Planner/Client/Vendor/Venue 1-hour meetings (virtual or in-person)**
  - o Coordinate with the hired event professionals
  - o Attend one (1) venue walkthrough
  - o Attend meetings with the professional vendors of the host's choice (e.g., DJ/band/entertainment, photographer, videographer, caterer, baker, bar, transportation, florist, rental company, lodging)
- + **Review the proposals and contracts from each of the professional vendors and answer questions to ensure everyone is in sync**
- + **End-of planning vendor confirmations (making any necessary adjustments)**
  - o Contact all hired professionals 3 to 4 weeks prior to the event day to gather appropriate information needed to devise a timeline that ensures the event runs seamlessly
  - o Review the contracts and planning arrangements
  - o Confirm delivery times and dates
  - o Verify arrival times
  - o Check rental items
- + **Provide unlimited email contact and respond to inquiries within one (1) business day along with monthly check-ins**
- + **Furnish an event planning checklist**
- + **Develop full event design, theme, and concept feeling from beginning to end. This includes, but is not limited to, invitations, floral design and décor, menus, specialty rentals, save the dates, etc.**
- + **Offer invitation and management assistance including ordering assistance, proofreading and optional RSVP tracking**
- + **Create event timeline**
  - o Develop timeline by communicating with the hired professionals, venue and event host
  - o Distribute final version to venue, professionals, host and others, as needed
- + **Negotiate special hotel rates and room blocks for out-of-town guests**
- + **Act as the single point of contact throughout the planning process**
  - o Host and vendors/venue to include the Planner in all emails/calls/meetings to ensure that the Planner is in the loop and aware of any and all arrangements

## EVENT DAY ASSISTANT DETAILS

- + **One planner assistant included (up to 100 guests). An additional assistant will be added for each 100-guest increment at an additional fee of \$200 per assistant**

## EVENT DAY

- + **Event day set-up, execution and clean-up**
  - o Oversee event set-up
    - Direct photographer, videographer, musicians, rentals, florists, etc. of where to set-up
    - Set-up all event décor not handled by a specific vendor (i.e., favors, menus, candles, escort and place cards, gifts, etc.)
      - If Planner determines set-up to be extensive, the Planner may re-evaluate the number of assistants needed, and this may incur an additional \$200 fee. Set-up assistance is not allowed by non-professional friends or family
  - o Manage the flow and timing of the event activities
  - o Liaison between host and vendors
  - o Assist band or DJ in cueing important events
  - o Stay in communication with banquet staff to ensure event runs smoothly
  - o Assist with clean-up
  - o The host will secure a representative who will collect and transport all personal items at event conclusion

**STARTING PARTY SUPREME  
INVESTMENT:**

**\$2,250**

**(ENJOY 10% DISCOUNT IF 50 GUESTS OR LESS)**

A bouquet of various pink and purple flowers, including daisies, roses, and carnations, is arranged in a white ceramic vase. The vase sits on a table with a patterned tablecloth. The background is softly blurred, showing a glass and a candle. The overall mood is elegant and celebratory.

IT'S MY PARTY

# Details

*Perfect for: The person who desires to elevate their celebration from run-of-the-mill to a completely unique experience.*

# IT'S MY PARTY DETAILS

## PRE-EVENT DAY

### + Up to ten (10) Planner/Client 1-hour meetings (virtual or in-person)

- One (1) onboarding meeting
- Seven (7) meetings during the planning process
  - One (1) meeting to discuss the selection of the event professionals
  - Six (6) general planning sessions
- One (1) wrap-up meeting (2 weeks prior to the event)
- One (1) final meeting (1 week prior to the event)

### + Up to six (6) Planner/Client/Vendor/Venue 1-hour meetings (virtual or in-person)

- Coordinate with the hired event professionals
- Attend one (1) venue walkthrough
- Attend meetings with the professional vendors of the host's choice (e.g., DJ/band/entertainment, photographer, videographer, caterer, baker, bar, transportation, florist, rental company, lodging)

### + Review the proposals and contracts from each of the professional vendors and answer questions to ensure everyone is in sync

### + End-of planning vendor confirmations (making any necessary adjustments)

- Contact all hired professionals 3 to 4 weeks prior to the event day to gather appropriate information needed to devise a timeline that ensures the event runs seamlessly
- Review the contracts and planning arrangements
- Confirm delivery times and dates
- Verify arrival times
- Check rental items

### + Provide unlimited email contact and respond to inquiries within one (1) business day along with monthly check-ins

### + Furnish an event planning checklist

### + Assistance with invitation wording, as requested

### + Create custom décor design plan

- Installation billed separately in accordance with design. Host responsible for décor purchases/rentals

### + Create event timeline

- Develop timeline by communicating with the hired professionals, venue and event host
- Distribute final version to venue, professionals, host and others, as needed

### + Negotiate special hotel rates and room blocks for out-of-town guests

### + Act as the single point of contact throughout the planning process

- Host and vendors/venue to include the Planner in all emails/calls/meetings to ensure that the Planner is in the loop and aware of any and all arrangements

## EVENT DAY ASSISTANT DETAILS

+ One planner assistant included (up to 100 guests). An additional assistant will be added for each 100-guest increment at an additional fee of \$200 per assistant

## EVENT DAY

### + Event day set-up, execution and clean-up

- Oversee event set-up
  - Direct photographer, videographer, musicians, rentals, florists, etc. of where to set-up
  - Set-up all event décor not handled by a specific vendor (i.e., favors, menus, candles, escort and place cards, gifts, etc.).
    - If Planner determines set-up to be extensive, the Planner may re-evaluate the number of assistants needed, and this may incur an additional \$200 fee. Set-up assistance is not allowed by non-professional friends or family
- Manage the flow and timing of the event activities
- Liaison between host and vendors
- Assist band or DJ in cueing important events
- Stay in communication with banquet staff to ensure event runs smoothly
- Assist with clean-up
- The host will secure a representative who will collect and transport all personal items at event conclusion

**STARTING IT'S MY PARTY  
INVESTMENT:**

**\$1,150**

**(ENJOY 10% DISCOUNT IF 50 GUESTS OR LESS)**

# Client Love

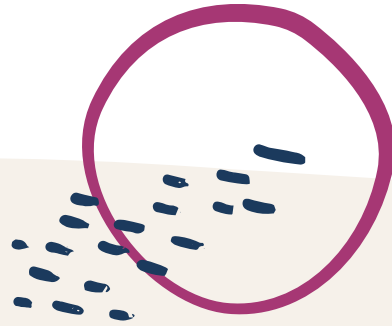
CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE

*Acqullia Bailey, Event Attendee* ★★★★★

Every detail was meticulously executed. The floral displays were very beautiful with large live flowers which added to the elegance of the décor. Royal blue and white was the color scheme throughout the event. The program was formatted and executed with ease. DD&D's attention to detail was evident by the food choices, name cards with table assignments and sophistication of the venue.



CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE



## DESTINATION EVENTS

When it comes to celebrating significant milestones, sometimes the perfect setting is nestled overseas. With our partnership with Sandals and Beaches Resorts, we offer a diverse range of options that cater to your specific needs. Whether it's a romantic honeymoon, a breathtaking destination wedding, a rejuvenating vacation or getaway, an inspiring corporate retreat, a heartfelt vow renewal, or even rewarding your high-flyer employees, we've got you covered.

Allow us to curate an extraordinary experience, tailored precisely to your preferences. With our expertise, we'll ensure every aspect of your travel arrangements aligns flawlessly with the grandeur of your event. From luxurious accommodations to exquisite amenities, we'll create a seamless journey that leaves you with cherished memories to last a lifetime.

SANDALS / BEACHES DESTINATION

# Details





# DESTINATION EVENT DETAILS

## DESTINATION WEDDING

### • *PRE-WEDDING DAY*

- + **Up to ten (10) Planner/Client 1-hour meetings (virtual or in-person)**
  - One (1) onboarding meeting to initiate the planning process
  - Seven (7) meetings during the planning process
    - Six (6) general planning sessions for detailed coordination
    - One (1) group meeting with confirmed guests to address travel expectations and inquiries
  - One (1) wrap-up meeting two (2) weeks prior to travel date
  - One (1) final check-in within the week of travel
- + **Unlimited email contact with responses to inquiries furnished within one (1) business day in addition to monthly e-mail check-ins**
- + **Attendance at all meetings with Sandals/Beaches wedding coordinator**
- + **Additional supplementary services which include:**
  - Developing a refined resort comparison checklist to streamline the selection process for wedding-aligned options
  - Equipping the couple with a pre-travel planning checklist for seamless preparation
  - Sending an informative resort and wedding newsletter via email to invited guests
  - Securing and verifying room and travel reservations for all confirmed guests
  - Arranging pre- and post-wedding activities/excursions for the couple and confirmed guests before the travel date
  - Crafting a comprehensive itinerary and vacation schedule for all attendees

### • *WEDDING DAY*

- + **Verify all arrangements with the Sandals/Beaches wedding coordinator**

## DESTINATION VACATIONS AND EVENTS

### • *PRE-TRAVEL SUPPORT*

- + **Up to ten (10) Planner/Client 1-hour meetings (virtual or in-person)**
  - One (1) onboarding meeting to initiate the planning process
  - Seven (7) meetings during the planning process
    - Six (6) general planning sessions for detailed coordination
    - One (1) group meeting with confirmed guests to address travel expectations and inquiries, in cases of group travel
  - One (1) wrap-up meeting two (2) weeks prior to travel date
  - One (1) final check-in within the week of travel
- + **Unlimited email contact with responses to inquiries furnished within one (1) business day in addition to monthly e-mail check-ins**
- + **Attendance at all meetings with Sandals/Beaches coordinator, in cases of group travel arrangements**
- + **Additional supplementary services which include:**
  - Creating a streamlined resort comparison checklist to facilitate the selection of vacation and/or group event-aligned options
  - Providing travelers with a planning checklist for smooth and efficient preparation
  - Sending an informative resort and vacation newsletter via email to potential vacationers or group event participants
  - Securing and verifying room and travel reservations for all confirmed guests
  - Organizing pre- and post-group event activities/excursions prior to the travel date
  - Crafting a comprehensive itinerary and vacation schedule for all travelers

### • *ON-SITE SUPPORT*

- + **Point of contact throughout the trip**



**STARTING INVESTMENT:  
SANDALS/BEACHES  
PUBLISHED RATES**

# Client Love

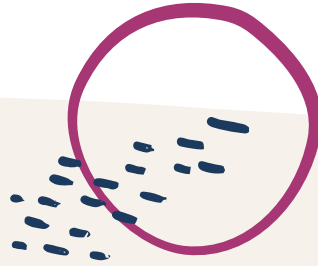
CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE

*Natasha Miller, Bride* ★★★★★

Ms Debra helped me and my husband with our 16 year vow renewal ceremony in July. She suggested Sandals Royal Caribbean Montego Bay for the ceremony and we are so happy we listened. We started planning and getting everything in order a year prior and Ms Debra guided us through all aspects of the trip to include setting up excursions for the week, and taking care of all the guests that would be attending.



CLIENT LOVE  
CLIENT LOVE  
CLIENT LOVE



## BEYOND THE BASICS

### *Additional Planning Services*

In the hustle of life, we are constantly juggling tasks, choosing between what gets done and what falls through the cracks. So it is, also, when planning those special life moments. Enter Debra's Details & Designs (DDD).

Ever faced a sudden event tweak and scrambled to update everyone?

DDD has you covered with an app that streamlines guest communications. Planning a Caribbean or Mexican adventure but unsure about trusted excursion providers? DDD can handle that for you. Hosting out-of-towners and want hassle-free hotel room blocks?

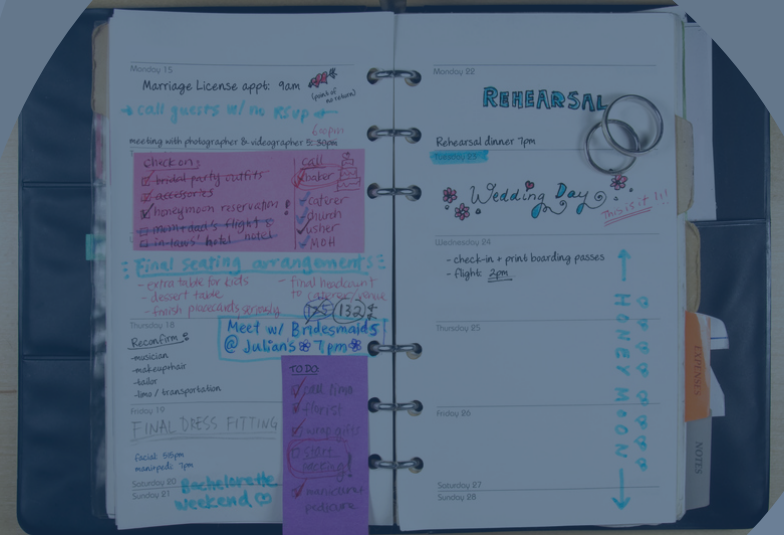
Once again, DDD has your back.

We're not just event planners; we're stress-busters, ensuring you relish those priceless moments by taking care of the nitty-gritty. Let DDD be the foundation of your event success, making your life easier and more enjoyable. It's the DDD extra magic touch!

Wedding  
Message App

GUEST COORDINATION

Details



# GUEST COORDINATION DETAILS

## PRE-EVENT DAY

### + Meetings

- Needs Assessment
  - Conduct one (1) virtual meeting about six (6) months prior to the event to pinpoint and discuss the desired app features for implementation
- App Set-up Review
  - Hold one (1) virtual meeting approximately five (5) days after receiving complete client input to review and fine-tune the guest communication plan

### + Client's Responsibilities

- Deliver a complete and accurate spreadsheet for each event segment which includes the invited adult guests' full names, email addresses and mobile phone numbers
- Furnish comprehensive event details to ensure precise communications

### + Consultant's Responsibilities:

- Design guest communication app in accordance with requested inclusions
  - Enter guests' names and contact information in a secure and private manner
  - Allocate guests to the designated event segment(s)
  - Distribute event-specific app invitation to invited guests
  - Craft, implement, and manage an event communications timeline to keep guests well-informed in the lead-up to and on the event day

## EVENT DAY

### + Maintenance

- Communicate essential updates on the day of the event, swiftly reaching and informing affected guests



**GUEST COORDINATION  
INVESTMENT:  
(ENJOY 10% DISCOUNT IF 50  
GUESTS OR LESS)**

**\$225**



ISLAND EXCURSIONS

*Details*

# ISLAND EXCURSIONS DETAILS

## ISLAND EXCURSIONS

### • *PRIOR TO TRAVEL DATE*

#### + Pre-booking Consultation

- Conduct a virtual needs assessment meeting centered around the completed engagement questionnaire

#### + Excursion Booking

- Propose up to two (2) outing alternatives for each requested excursion via email
- Deliver initial excursion recommendation(s) within five (5) business days following the consultation meeting
- Schedule excursion(s) upon receiving written confirmation of the desired outing(s)
  - Payment in full required at time of reservation and is non-refundable
- Provide reservation confirmation(s) promptly when received

+ **Enjoy unlimited email contact, with responses to pre-travel inquiries furnished within one (1) business day of inquiry receipt**



**INVESTMENT:**  
**EXCURSION**  
**PROVIDER'S FEE**

A woman in a white shirt is smiling and looking towards a hotel desk. A guest is using a card reader on the desk. Another man is standing behind the desk, smiling. The scene is set in a modern hotel lobby with large windows and decorative elements. The image has a pinkish-red tint and decorative white and blue lines.

HOTEL ROOM BLOCKS

# Details



# HOTEL ROOM BLOCKS DETAILS

## HOTEL ROOM BLOCKS

### • *PRIOR TO GUESTS' TRAVEL DATE*

#### + Initial Consultation

- Conduct a virtual needs assessment meeting with focus on the completed room block questionnaire

#### + Room Block Set-up

- Obtain and email up to five (5) room block quotes from hotels that most closely align with desired room types and amenities
- Arrange room blocks with hotels upon receiving written confirmation of the selected choices
- Provide room block contract(s) and reservation link(s) promptly when received from hotel(s)

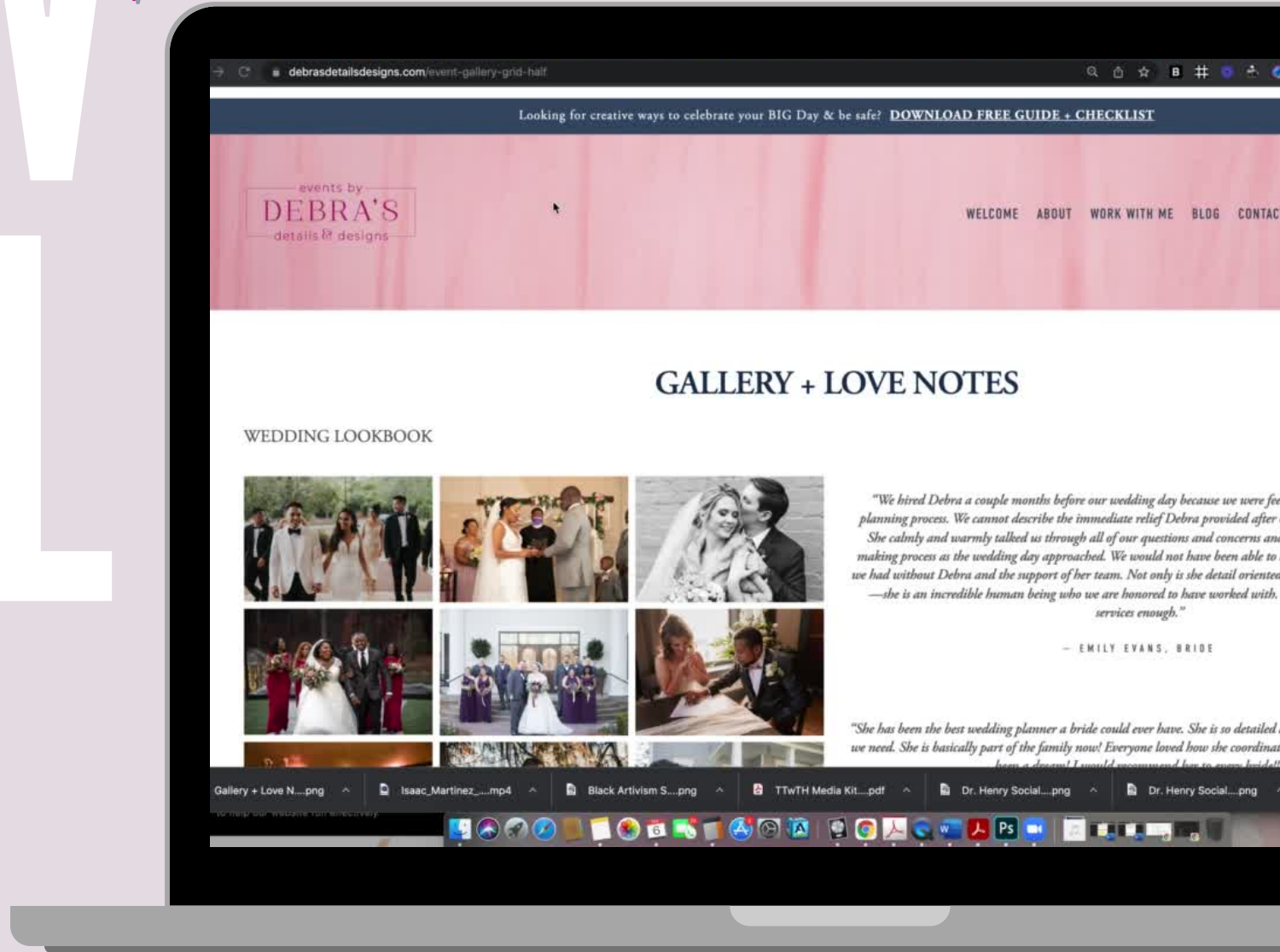
+ Enjoy unlimited email contact, with responses to pre-reservation cut-off date inquiries within one (1) business day of receipt of inquiry



**INVESTMENT:**  
**NEGOTIATED ROOM RATE**

VIEW  
GALLERY  
ERY

Will you be our next client?





## *Desiring a Remarkable Event?*

Don't fret over the details! As an experienced event curator, I excel at bringing your dreams to life. Whether it's an anniversary, vow renewal, wedding, or milestone birthday party, let's collaborate to design a flawless and unforgettable experience.

**Book your FREE consultation today so we can transform your dreams into a reality!**

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