

Ernestine Adams & Lucinda Hawkins
E n S Event Coordinating
"With A Personal Touch"

Premium Package
\$6500

Full Planning from Beginning to End And One-Site/Day of Event Management

- ❖ Venue selection
- ❖ Vendor selection (limit 3) at no charge
- ❖ Vendor contract negotiations and contract review
- ❖ Budget; advise and create detailed budget
- ❖ Unlimited meetings, calls, text, And emails
- ❖ Assistance/Guidance in menu selection
- ❖ RSVP Management (if requested)
- ❖ Creation of detailed timeline
- ❖ Confirm the Banquet Event Order and all guarantees
- ❖ Attendance at the wedding rehearsal at the venue
- ❖ Acquire all required vendor documentation
Direct Liaison with venue and vendors
- ❖ Distribute last payments to vendors
- ❖ One Lead Planner and One Associate

Classic Package
\$3000

Includes Partial Planning from Three Months Prior and One-Site/Day-Of Event Management

- ❖ One in-person consultation with couple and their families to discuss current details and expectations
- ❖ Contract review for all vendors/venue
- ❖ Confirmation of each vendor
- ❖ Vendor referrals as needed
- ❖ Assistance/guidance in menu selection
- ❖ Creation of detailed timeline
- ❖ Confirm the Banquet Event Order and all guarantees
- ❖ Attendance at the wedding rehearsal at the venue
- ❖ Acquire all required vendor documentation
- ❖ Direct liaison with venue and vendors
- ❖ Attendance at your final meeting with venue
- ❖ One Lead Planner and One Associate up to 10 hrs on the day of the wedding from set-up through dinner service
- ❖ Unlimited email, phone and, text contact.

Essentials Package
\$1800

On-Site/Day-Of Event Management Only

- ❖ One in-person planning meeting two weeks prior to your event to review contracts, timeline, etc.
- ❖ Confirmation of vendors prior to your event
- ❖ Attendance at your final meeting with the venue
- ❖ Attendance at the Wedding Rehearsal at the venue
- ❖ One Lead Planner and One Associate up to 10 Hrs on the day of the wedding from setup through teardown
- ❖ . Unlimited email, phone and, text contact.

Enseventcoordinating.com
Cell: 432-634-8121 ~ Off: 713-714-7382

