



little birdies

EVENTS & CO.

SERVICES GUIDE



ABOUT SHARON

I'm Sharon, a San Francisco and Los Angeles-based event and wedding planner. I caught the event planning bug back in high school, when I was serving on the student council and organizing fundraising events. I realized that I loved working with people during my time in college at UC Davis as a member of a nationwide community service fraternity, Alpha Phi Omega.

I am a San Francisco native. I would prefer tea over coffee, and have mastered the layering technique with scarves and boots. My interests range from music and performance arts to watching and playing volleyball and going on hikes. I love music and arts of all forms.

THE LITTLE BIRDIES EVENTS & CO. DIFFERENCE

I have a background in event planning for corporate and family events, as well as a wealth of knowledge in all aspects of event planning and execution. I am self-motivated, take any tasks by the horn, and with my naturally analytically-wired talent for event planning and design, these qualities are something you can expect from every event I plan. I hope I can bring my attention to detail and cheerful disposition to make any event that you dream of come to life!

As a planner, and as a people person, my goal is to get to know you, your style and what inspires you. Together we can strategize on how to incorporate that into your next event or your big day.



SOUNDBOARD

HELP YOU GET STARTED



Our FREE Soundboard package is perfect for the Do-It-Yourselfer who needs a little jump start in the right direction. We'll get you going with vendors, budgets, venues, and logistics, and you take the reins from there!

If you decide you need our help down the line, we're happy to work with you!

SERVICES INCLUDE:

- A complimentary consultation and planning session
- Venue and vendor recommendations
- Logistics and management advice
- Comprehensive budgeting worksheet



DAY-OF / MONTH-OF

WEDDING PLANNING & COORDINATION



You've worked so hard to plan your special day: enjoy it!

This package is designed to let us step right in on your big day to manage those last-minute details so you don't have to.

STARTING AT \$1,250

SERVICES INCLUDE:

- Communications - unlimited phone and email correspondence (up to 10 hours)
- Venue and Vendor Confirmations – one (1) month prior to event/wedding day
- Finalize and conduct event/wedding day logistics
- Finalize details and day-of schedules with your chosen venue and all vendors
- Finalize the timeline with each vendor with their specific contracted services
- Complete walk-through of event site(s)
- Event schedule for important guests (if applicable, wedding party and family, VIP guests)
- Oversee the event set up and teardown
- Act as liaison between all parties involved (if applicable, bride, family and vendors)
- Proactive and reactive solutions to any possible challenges
- Coordinate all deliveries and installations of celebration in accordance with vendor contracts
- Double check return/pick up of all rental elements with respective vendors
- Event program coordination
- Access to the essential emergency kit
- Up to eight (8) hours of day-of coordination coverage on event/wedding day (\$150/hour over eight hours)
- Travel up to 50 miles each trip is complimentary from (SF Bay Area 94132 or LA 91606)
 - Each mile \$1.00 for the first 100 miles. \$1.50/mile after the first 100 miles

This package also includes all items provided in the Soundboard Package

PARTIAL EVENT

WEDDING PLANNING & COORDINATION



There are some things you've got covered, and some things you need a little extra help with. Our Partial package is perfect for you! We'll step in when you need us, and step back when you don't, to create a customizable experience to meet your every need.

STARTING AT \$2,250

SERVICES INCLUDE:

- Concept development consultations
- Ceremony and reception venue referrals/recommendations and coordination
- Attend meeting with vendor of choice (starting at one (1), 2-hour max)
- Review of venue and vendor contracts and arrangements
- Contract and pricing negotiation
- Preliminary itinerary and timeline development consultation
- Final (2 months before wedding) itinerary and timeline preparation
- Wedding Rehearsal (up to 2 hours)
- Up to ten (10) hours of day-of coordination coverage on event/wedding day (\$175/hour over ten (10) hours)
- Travel up to 50 miles each trip is complimentary from (SF Bay Area 94132 or LA 91606)
 - Each mile \$1.00 for the first 100 miles. \$1.50/mile after the first 100 miles

This package also includes all items provided in the Soundboard and Day of Planning Package

FULL EVENT

WEDDING PLANNING & COORDINATION

*Limit to 4 slots/year



Don't have the time to put in over 500 hours into planning your wedding?

Our full planning package is perfect for you!

We'll step in and take care of everything according to your vision, to create a customizable experience to reflects your dream wedding.

STARTING AT \$4,250

SERVICES INCLUDE:

- Concept development consultations
- Budget development & analysis
- Event design, theme, color, décor concept (includes stationary design)
- Monthly status meetings (first 8 months) / Bi-weekly meetings (until 2 months before) / Weekly meetings until big day
- Ceremony, reception venue & hotel referrals/recommendations and coordination
- Attend 3-5 meetings with vendors of choice (2-hour max each)
- Review of venue and vendor contracts and arrangements
- Contract and pricing negotiation
- Preliminary itinerary and timeline development consultation
- Final (2 months before wedding) itinerary and timeline preparation
- Wedding Rehearsal (up to 2 hours)
 - Collection of Items at Rehearsal to be brought and set up by Little Birdies on Wedding Day (i.e.: candles, photographs, guest books, pens, wedding favors, toasting glasses, etc.)
- Wedding assistant
- Up to twelve (12) hours of day-of coordination coverage on event/wedding day (\$175/hour over twelve (12) hours)
- Travel up to 50 miles each trip is complimentary from (SF Bay Area 94132 or LA 91606)
 - Each mile \$1.00 for the first 100 miles. \$1.50/mile after the first 100 miles

This package also includes all items provided in the Soundboard, Partial Planning Package

SOCIAL & PRIVATE PARTIES

PLANNING & COORDINATION



At Little Birdies, happy clients make us happy. We love putting together all the perfect elements to ensure you can be a guest at your own party!

Whether it's a birthday, anniversary, or other milestone event, we'll handle all the details so that you can enjoy the celebration.

STARTING AT \$1,000

SERVICES INCLUDE:

- Communications – unlimited phone and email correspondence (starting at 30 hours)
- Design of overall theme and decor scheme
- Selection and procurement of venue and vendors
- Review and negotiate vendor contracts on your behalf
- Facilitate and attend all vendor appointments
- Provide day-of-coordination to ensure the success of the event (if applicable, inclusive of directing and cueing all vendors, speakers and special guests)
- Oversee the event site setup and breakdown
- Logistical management (if applicable, inclusive of registration, audio/visual equipment, transportation, etc.)

This package also includes all items provided in the Soundboard Package

TYPES OF EVENTS MAY INCLUDE, BUT ARE NOT LIMITED TO:

Baby Showers, Birthday Parties, Anniversary Parties, Milestone Celebrations, Bachelor/ Bachelorette Weekend Getaways, Wedding Showers and more!



CORPORATE & NON-PROFIT

PLANNING & COORDINATION



STARTING AT \$1,500

SERVICES INCLUDE:

- Communications – unlimited phone and email correspondence
- Design of overall theme and decor scheme
- Selection and procurement of venue and vendors
- Design and production recommendations for printing and promotional material and products
- Review and negotiate vendor contracts on your behalf
- Facilitate and attend all vendor appointments
- Provide day-of-coordination to ensure the success of the event (if applicable, inclusive of directing and cueing all vendors, speakers and special guests)
- Oversee the event site setup and breakdown
- Logistical management (if applicable, inclusive of registration, audio/visual equipment, transportation, etc.)

This package also includes all items provided in the Soundboard Package

TYPES OF EVENTS MAY INCLUDE, BUT ARE NOT LIMITED TO:

Book and Product Launches, Grand Openings, Holiday Parties,


Business Retreats/ Team Building, Company Picnics, Meetings & Seminars


A LA CARTE

PLANNING & COORDINATION





ADDITIONAL MISC.



 Full Wedding Planning ONLY





















































































































































Additional Meetings/Hour	\$75.00 / Hour
Menu Tasting with outside caterer or at venue, and assistance with menu selection and details	\$60.00 / Hour
Table Décor Prototype with Flowers	\$85.00
Additional Assistant	\$275.00 
Travel up to 50 miles each trip is complimentary from (SF Bay Area 94132 or LA 91606) (Each mile \$1.00 for the first 100 miles. \$1.50/mile after the first 100 miles)	TBD

ASSISTANCE & IDEAS

Assistance with Unique Rehearsal Dinner Location Ideas	\$30.00
Assistance with Selection of Hotel	\$175.00 
Accommodations for you and Guests (up to 50)	\$20.00 / Guest
Assistance with Unique Next Day Breakfast/Brunch Location Ideas	\$35.00
Assistance with Unique Welcome Gift Basket Ideas for Out of Town Guests	\$15.00/Guest
Assistance with Stationery Ideas	\$25.00 
Assistance with Registry	\$65.00

COORDINATION & ORGANIZATION

Assistance with all Transpiration needs and Arrangements	\$100.00/Trip
Rehearsal Coordination and Instruction (2 Hours Maximum)	\$150.00 
Collection of Items at Rehearsal to be brought and set up by Little Birdies on Wedding Day (i.e.: candles, photographs, guest books, pens, wedding favors, toasting glasses, etc.)	\$75.00 
Creation of Event Surveys and Evaluation	\$40.00
Destination Events	TBD
Handling of your RSVP's	\$50.00/Guest
Honeymoon Travel	\$200.00

	SOUNDBOARD PACKAGE	DAY-OF PACKAGE	PARTIAL WEDDING PLANNING PACKAGE	FULL WEDDING PLANNING PACKAGE* (ONLY 4 SLOTS/YEAR)	SOCIAL & PRIVATE PARTIES PACKAGE	CORPORATE & NON-PROFIT PLANNING
Complimentary Consultation						
Planning & Communication Session	Up to 2 Hours	Up to 10 Hours	Starting at 30 Hours	Starting at 50 Hours	Starting at 30 Hours	Starting at 30 Hours
Venue & Vendor Recommendations						
Logistical Management Advice						
Comprehensive Budget Worksheet						
PRE-PLANNING						
Budget Development & Analysis						
Event Design, Theme, Color, Décor Concept						
PLANNING						
Months planning covers		1 month	4 to 6 months	8 to 12 months		
Assist with Stationery Suggestions						
Arrange Venue/Vendor Appointments						
Walk through selected Venue						
Ceremony/Reception Venue Referrals						
Vendor Referrals in all Categories						
Concept Development Consultation						
Accompanied Full Vendor Appt Days’						
Review of Venue/Vendor Contracts						
Contract & Pricing Negotiation						
Preliminary Timeline Development						
Final (2 Months Before) Itinerary						
Finalize Event Logistics						
Final Detailing with Venue Contract						
Final Detailing Appointment with Coordinator 1-2 Weeks before Event						
Liaison between all parties involved						
Final Vendor Confirmations and Detailed Directions						
Distribution of Final Itinerary						
Final Site Walk-Through						
Customized Add-on & Etc. (See a la carte - page 8)						
DAY OF						
Day of Schedule						
Schedule for VIP Guests						
Oversee Event Set-Up and Teardown						
Proactive/Reactive Solutions						
Coordinate all Deliveries/Installations						
Essential Emergency Kit						
Event Program Coordination						
PROVIDED COORDINATOR COVERAGE		Up to Eight (8) Hours	Up to Ten (10) Hours	Up to Twelve (12) Hours	Up to Ten (10) Hours	Up to Ten (10) Hours
IF NECESSARY: ADDITIONAL COVERAGE		\$150.00 Per Hour	\$175.00 Per Hour	\$175.00 Per Hour	\$175.00 Per Hour	\$175.00 Per Hour
IF NECESSARY: ADDITIONAL ASSISTANT		\$275.00/Assistant	\$275.00/Assistant	\$275.00/Assistant	\$275.00/Assistant	\$275.00/Assistant
INVENSTMENT*:		Starting at \$1,250.00	Starting at \$2,250.00	Starting at \$4,250.00	Starting at \$1,000.00	Starting at \$1,500.00



CONTACT ME:

Contact me today so that I may customize a quote for you.

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E M A I L: hello@littlebirdiesevents.com

M A I N: (818) 381-9548

I N S T A G R A M: @littlebirdiesevents

L O C A T I O N: San Francisco and Los Angeles, CA
but available for travel!