

# EVENT COORDINATION – CUSTOM TO YOU

No matter your desired event, budget or attendee count, Melissa Novak Events is ready to conceptualize, design and execute an event experience that's exclusive to you. Let our team cover every detail to make your event not only memorable, but also one you will be proud to attend.

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Contact: [melissanovakevents@gmail.com](mailto:melissanovakevents@gmail.com) | 248.933.0435

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## MELISSA NOVAK

CMP-CERTIFIED EVENT PROFESSIONAL, FOUNDER

Melissa is a Detroit, MI based, CMP-certified event professional with nearly a decade of experience coordinating both corporate & social events with strategic planning and tasteful execution. She has planned events all over the country and internationally, with a recent and more regional focus on weddings in Michigan, including choice venues in Detroit, Northern Michigan, Grand Rapids and Ann Arbor, to name a few. Melissa has a keen eye for event design with the expertise to take a concept into production & on-site execution with a comforting ease. She has extensive experience in vendor management, timeline creation and front & back of house execution.

Melissa can bring your vision to life with the level of support you require, leaving you to enjoy your special day.

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## DAY-OF COORDINATION

### Package Includes

- (2) status calls prior to the event to review contracts, event details & determine remaining items to be completed
- Event timeline creation & distribution to all vendors
- Vendor communication to ensure all final details are shared and any remaining questions are handled
- On-location oversight of all vendor installation and tear down
- Installation & end of night collection of client provided decor, gifts, cards, escort cards, guest book, etc.
- On-site oversight of front of house flow
- Access to custom event files & templates

COST: 1,600

## MONTH-OF COORDINATION

### Everything day-of coordination package includes+

- Vendor recommendations
- (1) venue walk-thru to review final floorplans and event timeline
- (4) status calls the month prior to review contracts, event details & determine remaining items to be completed
- Vendor contract review & communication throughout final month to finalize timing, services & details
- Final adjustment of vendor orders, floorplan, catering, etc. based on final guest count provided by client
- Organize seating, meal assignments & food allergies based on final information provided by client
- Organize ceremony including blocking, music & cues
- Execution of ceremony rehearsal (if needed)

COST: 3,000

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## PARTIAL PLANNING

### **Everything month-of coordination package includes+**

- Budget management & logging
- Guest List & RSVP collection
- Full vendor communication & management upon booking
- Attendance & guidance for vendor meetings, tastings & site visits
- Creative & design guidance

COST: 4,500+

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## FULL SERVICE PLANNING

**Everything partial planning package includes+**

- Full assistance in collection of venue & vendor quotes, booking & managing communication leading up to event
- Full assistance in creative & design direction

COST: \$6,000+

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