

# EMERALD HAUS

STAGES OF INVOLVEMENT		EVENT MANAGEMENT	PARTIAL PLANNING + DESIGN	FULL PLANNING + DESIGN
STARTING AT...		\$2200	\$3900	\$4900
GENERAL SERVICES	ORGANIZE A PLAN FOR COUPLE	X	X	X
	MEETINGS WITH PLANNER START	3 MONTHS OUT	6 MONTHS OUT	FROM THE START
	DAY OF HOURS - DECIDED BY PLANNER	UP TO 8 HOURS	UP TO 12 HOURS	AT LEAST 12 HOURS
	ASSISTANTS - DECIDED BY PLANNER	UP TO 1	UP TO 1	UP TO 2
	TIMELINE	CUSTOMIZED	CUSTOMIZED	CUSTOMIZED
	COMMUNICATION WITH PLANNER	BUSINESS HOURS	BUSINESS HOURS	BUSINESS HOURS + AFTER HOURS EMERGENCY
	REHERSAL PLANNING			X
	VENDOR COMMUNICATION	3 MONTHS OUT	6 MONTHS OUT	FROM THE START
VENDOR SERVICES	HANDLING VENDOR PAYMENTS DAY OF	X	X	X
	FINAL VENUE WALKTHROUGH	X	X	X
	APART OF VENDOR MEETINGS	3 MONTHS OUT	6 MONTHS OUT	FROM THE START
	NEGOTIATING CONTRACTS			X
	VENUE TOURS AT THE START			X
	VIP VENDOR LIST	FULL LIST	CUSTOMIZED	CUSTOMIZED
DESIGN SERVICES	SUPPORT QUESTIONS	BUSINESS HOURS	BUSINESS HOURS	BUSINESS HOURS
	MOOD BOARD		X	X
	PLAN COLOR AND THEME		X	X
	3D DESIGN		X	X