



# *Elite Events*

Partial Planning Package

# About Us

At Elite Event Rentals, we believe that every event should be as unique as the people behind it.

Our team of experts are prepared to go above and beyond to exceed our clients' expectations. From special events to venue management, we approach each project with a fresh perspective and creative vision!







# *Partial Planning*

## *Included:*

- Organized online forms that guide to ensure every important element of the wedding planning process is identified and executed.
- Preferred vendor list
- Vendor contract review (client responsible for vendor selection and contract procurement).
- Vendor and wedding party communication to include a master timeline and important wedding details.
- Up to 1 hour of Wedding Rehearsal management.
- Complete execution of approved master timeline.



# *Partial Planning*

## *Included:*

- Coordination with venue staff to execute wedding day details.
- Ensure a smooth transition between the ceremony, cocktail hour, and reception.
- Photography assistance as needed
- Payment/Gratuity Distribution
- Secure placement of gifts, cards, and personal items.
- Overnight bag and getaway car coordination
- Decor breakdown ensuring the venue is closed according to the contract.



# *Partial Planning*

## *Communication:*

- Up to 3 consultations beginning three months out (approximately 3 months, 1 month, and week of the wedding).
- Unlimited email communication from the point of booking.
- Full access to our professional wedding planning system allowing brides access to checklists, and floor plans as well as budget management, seating charts, a place to house important wedding photos and documents, and much more.

## *Three months out:*

- Site walk-through
- Review vendors' contracts
- Confirm final details with event professionals.



# *Partial Planning*

## *Three months out:*

- Finalize ALL checklists (rentals, catering, entertainment, photographer).
- Provide brides with advice on any last-minute details.
- Analyzing the pros and cons of different vendors based on availability, budget and prior experience.

## *Two weeks out:*

- Finale venue walk-through.
- Finalize floor plan (vendor locations and the final touches).
- Email communication and phone calls as needed (between office hours 9am-5pm).





# *Partial Planning*

## *Two weeks out:*

- Detailed timeline created and distributed to couples, professionals, and service providers.
- Communication with all professionals and service providers for both events beginning 30 days before the wedding.
- Support with obtaining COIs from vendors (if needed).

## *Day-of Expectations:*

- Be available to clients via phone from 8:00 am, and in person from 9:00 am.
- Full wedding day coordination for ceremony and reception for a period of up to 15 hours.
- Supervise the setup of decorations.



# *Partial Planning*

## *Day-of Expectations:*

- Main point of contact for vendors throughout the event.
- Ensure all vendors arrive on time and assist with their setup.
- Handle payments and gratuity to vendors (paid by client).
- Coordinate all ceremony activities in line with the established timeline.
- Ensure that the established timeline of events is strictly adhered to.
- Final inspection of ceremony and reception set-up as per instructions from Bride and Groom.
- Control time management for all aspects of the day.





# *Partial Planning*

## *Day-of Expectations:*

- Assist special requests
- Wedding emergency kit (safety pins, tape, etc).
- Oversee clean-up of ceremony and reception.
- Collection of all personal and décor items.
- Handle transportation arranged beforehand.
- Coordinate transportation of gifts, cards, marriage licenses, and personal items to a designated hotel room, vehicle, or other previously established location.



# *Partial Planning*

## *Payment:*

An initial 50% down payment is required to put a hold on the event dates. The final 50% balance payment will be paid to Elite Events no later than sixty days before the event.

\*Any “Do It Yourself” items or vendors (for example, doing your own florals without floral staff or sourcing your own rentals without rental staff) that are to be completed by the client or expected of Elite Events to be completed on the day of the event must be agreed upon beforehand and may be subject to an additional fee based upon the scope of work.

**INVESTMENT: \$2,200**

# CONTACT US

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