

# EXTRAVAGANT EVENTS

## À LA CARTE MENU

### **IN-PERSON MEETING\***

COST: \$50.00 PER HOUR

- INCLUDES ONE IN-PERSON MEETING TO GO OVER ALL THE DETAILS OF YOUR EVENT.

### **REHEARSAL\***

COST: \$200.00

- INCLUDES A ONE HOUR IN-PERSON REHEARSAL SCHEDULED 1-2 DAYS BEFORE THE EVENT, WITH A REHEARSAL GUIDE AND ON-SITE SUPPORT.

### **SECOND COORDINATOR**

COST: \$500.00

- INCLUDES A SECOND COORDINATOR TO ASSIST WITH GUEST COORDINATION AND PROVIDE ON-SITE SUPPORT.
- A SECOND COORDINATOR IS MANDATORY FOR EVENTS WITH MORE THAN 125 GUESTS, MULTIPLE LOCATION EVENTS, OR EXTENSIVE DECOR SET UP.

### **EVENT SECURITY\***

COST: \$500.00

- INCLUDES MANAGEMENT OF UNINVITED GUESTS, DISRUPTIVE BEHAVIOR, AND GUESTS WHO MAY BE OVERLY INTOXICATED.
- OUR SECURITY TEAM WILL BE ON-SITE FOR THE ENTIRE DURATION OF THE EVENT AND WILL BE THE LAST TO LEAVE, ENSURING THE SAFETY OF ALL GUESTS.
- OUR SECURITY TEAM IS PREPARED TO STEP IN AND DE-ESCALATE TENSE SITUATIONS.
- SECURITY STAFF CAN ALSO BE ASSIGNED TO MONITOR CARDS, GIFTS, AND ANY OTHER VALUABLES DESIGNATED BY THE CLIENT.
- FOR ADDED SAFETY, SECURITY STAFF CAN BE HIRED TO PERFORM SWEEPS, SECURE THE BRIDAL SUITE, AND ENSURE GUESTS REMAIN IN APPROPRIATE AREAS.

\*A TRAVEL FEE OF \$0.70 PER MILE WILL BE CHARGED FOR ANY EVENT LOCATED OUTSIDE A 60-MILE RADIUS OF CAPRON, IL. THIS FEE APPLIES TO BOTH DIRECTIONS OF TRAVEL.\*

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### **DECOR SETUP & TEAR DOWN ONLY\***

COST: \$500.00

THE ASSIGNED EXTRAVAGANT EVENTS COORDINATOR WILL DO THE FOLLOWING:

- ARRIVE ON-SITE AT THE PREVIOUSLY AGREED UPON TIME.
- SET UP ALL DECOR ITEMS AS DISCUSSED DURING THE PRE-EVENT MEETING.
- LEAVE THE VENUE ONCE SET UP IS COMPLETE.
- COME BACK A FEW HOURS BEFORE THE EVENT ENDS TO START PACKING UP DECOR.

PRIOR TO THE EVENT, THE EXTRAVAGANT EVENTS' COORDINATOR WILL HAVE A MEETING WITH THE CLIENT TO DISCUSS CLIENT EXPECTATIONS.

### **TABLE AND CHAIR SET UP & TEAR DOWN**

COST: \$500.00

THE ASSIGNED EXTRAVAGANT EVENTS COORDINATOR WILL DO THE FOLLOWING:

- ARRIVE ON-SITE AT THE TIME PREVIOUSLY AGREED UPON WITH THE CLIENT.
- SET UP TABLES AND CHAIRS BASED ON A DETAILED FLOOR PLAN.
- LEAVE THE EVENT ONCE ALL THE TABLES AND CHAIRS ARE SET UP.
- COME BACK AT THE END OF THE EVENT TO BREAK DOWN TABLES AND CHAIRS.

PRIOR TO THE EVENT, THE EXTRAVAGANT EVENTS' COORDINATOR WILL HAVE A MEETING WITH THE CLIENT TO DISCUSS EXPECTATIONS.

\*THERE MAY BE ADDED FEES IF WE NEED TO MOVE TABLES & CHAIRS MULTIPLE TIMES AS WELL AS THE **SECOND PERSON** CHARGES FOR EVENTS OVER 50 PEOPLE.\*

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### REMOTE COORDINATOR PACKAGE

COST: \$500.00

THIS IS PERFECT FOR THOSE PLANNING FROM A DISTANCE!

THIS PACKAGE OFFERS REMOTE SUPPORT WITH A CLEAR TIMELINE, ANSWERS TO ALL YOUR QUESTIONS, AND SOLID BACKUP OPTIONS—**NO** IN-PERSON SERVICES NEEDED.

THIS PACKAGE INCLUDES THE FOLLOWING:

- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO THE EVENT.
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- A PREMIUM DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.

# EXTRAVAGANT EVENTS

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### **SIX HOUR COORDINATION PACKAGE**

COST: \$600.00

\$0.70 PER MILE OUTSIDE OF 60 MILE RADIUS OF CAPRON, IL - BOTH WAYS

THIS PACKAGE INCLUDES THE FOLLOWING:

- SIX HOURS OF COORDINATION STARTING AT THE PRE-ARRANGED TIME DISCUSSED WITH THE CLIENT PRIOR THE EVENT.
- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO AND THROUGHOUT THE EVENT TO ENSURE SEAMLESS COORDINATION.
- A BASIC DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.
- EXPERT TIMELINE GUIDANCE IS PROVIDED TO ENSURE SMOOTH COORDINATION AND FLOW ON THE DAY OF YOUR EVENT.

# EXTRAVAGANT EVENTS

## À LA CARTE MENU

### **EIGHT HOUR COORDINATION PACKAGE**

COST: \$800.00

\$0.70 PER MILE OUTSIDE OF 60 MILE RADIUS OF CAPRON, IL - BOTH WAYS

THIS PACKAGE INCLUDES THE FOLLOWING:

- EIGHT HOURS OF COORDINATION STARTING AT THE PRE-ARRANGED TIME DISCUSSED WITH THE CLIENT PRIOR THE EVENT.
- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS.
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO AND THROUGHOUT THE EVENT TO ENSURE SEAMLESS COORDINATION.
- A STANDARD DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.
- EXPERT TIMELINE GUIDANCE IS PROVIDED TO ENSURE SMOOTH COORDINATION AND FLOW ON THE DAY OF YOUR EVENT.

# EXTRAVAGANT EVENTS

## À LA CARTE MENU

### TEN HOUR COORDINATION PACKAGE

COST: \$1,000.00

\$0.70 PER MILE OUTSIDE OF 60 MILE RADIUS OF CAPRON, IL - BOTH WAYS

THIS PACKAGE INCLUDES THE FOLLOWING:

- TEN HOURS OF COORDINATION STARTING AT THE PRE-ARRANGED TIME DISCUSSED WITH THE CLIENT PRIOR THE EVENT.
- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS.
- ONE ONE HOUR IN PERSON MEETING TO GO OVER ALL THE DETAILS OF YOUR EVENT.
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO AND THROUGHOUT THE EVENT TO ENSURE SEAMLESS COORDINATION.
- A PREMIUM DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.
- EXPERT TIMELINE GUIDANCE IS PROVIDED TO ENSURE SMOOTH COORDINATION AND FLOW ON THE DAY OF YOUR EVENT.

# EXTRAVAGANT EVENTS

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### **TWELVE HOUR COORDINATION PACKAGE**

COST: \$1,200.00

\$0.70 PER MILE OUTSIDE OF 60 MILE RADIUS OF CAPRON, IL - BOTH WAYS

THIS PACKAGE INCLUDES THE FOLLOWING:

- TWELVE HOURS OF COORDINATION STARTING AT THE PRE-ARRANGED TIME DISCUSSED WITH THE CLIENT PRIOR THE EVENT.
- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS.
- TWO IN PERSON MEETING TO GO OVER ALL THE DETAILS OF YOUR EVENT.
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO AND THROUGHOUT THE EVENT TO ENSURE SEAMLESS COORDINATION.
- A PREMIUM DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.
- EXPERT TIMELINE GUIDANCE IS PROVIDED TO ENSURE SMOOTH COORDINATION AND FLOW ON THE DAY OF YOUR EVENT.

# EXTRAVAGANT EVENTS

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### **DESTINATION EVENT PACKAGE**

COST: \$1,500.00

PLUS TRAVEL FEES - INCLUDING HOTEL, RENTAL CAR, ETC.

THIS PACKAGE INCLUDES THE FOLLOWING:

- EIGHT TO TEN HOURS OF COORDINATION STARTING AT THE PRE-ARRANGED TIME DISCUSSED WITH THE CLIENT PRIOR THE EVENT.
- A MASTER GUIDE TO HELP YOU KEEP TRACK OF EVERY DETAIL, ALL IN ONE EASY-TO-ACCESS SPOT.
- ONE INITIAL CALL WITH THE CLIENT TO REVIEW EVENT DETAILS AND ADDRESS ANY QUESTIONS.
- A FINAL CALL 7-10 DAYS PRIOR TO THE EVENT TO REVIEW AND FINALIZE ALL DETAILS.
- UNLIMITED COMMUNICATION VIA EMAIL, PHONE, AND TEXT FROM THE TIME OF BOOKING THROUGH THE DAY OF THE EVENT.
- COMMUNICATION WITH ALL VENDORS LEADING UP TO AND THROUGHOUT THE EVENT TO ENSURE SEAMLESS COORDINATION.
- A PREMIUM DETAILED TIMELINE WILL BE CREATED BY EXTRAVAGANT EVENTS' COORDINATOR AND SHARED WITH VENDORS PRIOR TO THE EVENT.
- EXPERT TIMELINE GUIDANCE IS PROVIDED TO ENSURE SMOOTH COORDINATION AND FLOW ON THE DAY OF YOUR EVENT.