

Corporate Event Planner

The corporate package ranges from presentation dinners, product launches, holiday parties and auctions. Allow us to handle all the arrangements so you can focus on your current project while we make the event fantastically memorable and professional for your clients, colleagues, or investors.

Initial consultation to discuss vision & budget

Let us in on your vision and we will work within your budget to make it a reality.

Research of all vendors and client follow up phone calls/meetings for approval

We will find the best vendors in your area and give you the rundown of what they offer and how it works in your budget. After you choose your vendors we will work with them to ensure that you stay on budget and on schedule.

Timelines & Schedules

We've done this before and are able to put your mind at ease. We have a great sense of what you need to have completed by when to ensure that you avoid late fees and rush shipping charges.

Manage the arrival of all vendors, i.e. photography, specialty items, bakery, entertainment, florist, caterer

We continue the vendor management on the day of your event by coordinating with both the venue and vendors to ensure proper delivery and presentation.

Set up at venue

We will do all the manual labor of making your event look spectacular. We arrange centerpieces, escort card tables, favor distribution, the featured product of your company's event, your marketing material, and any other unique elements that you have incorporated into your event.

Distribute final payment to vendors

We will coordinate both final payments, receipts and the distributions of any tips you feel are deserved at the conclusion of the event.

Additional services are featured on our Individual Elements page to cover any supplementary needs you have with your planning or design.

We know that every event is unique and has its own requirements.

Please contact us to discuss your event and receive a custom quote for your needs.