

# *Event Decor Galore's*



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## *Coordination & Planning*

### SERVICE PACKAGE INFORMATION

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[WWW.EVENTDECORGALOREVA.COM](http://WWW.EVENTDECORGALOREVA.COM)  
[SHMARTIN@EVENTDECORGALOREVA.COM](mailto:SHMARTIN@EVENTDECORGALOREVA.COM)

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# *Amethyst Package*

*Day (Month) of  
Coordination Services*

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## *Managing Expectations to Perfection*

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This package is for couples who have done all of the planning and are ready to hand over the reins!

All you have to do on your wedding day is get dressed, say "I Do" and dance the night away!

In order to secure our services for any package we require a **\$500.00 Non Refundable Hold Date Deposit** in conjunction with execution of a Service Contract. The remaining balance shall be divided into monthly payments with the final balance due 15 days prior to the event date.

## *Services Included*

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- Unlimited Communication one month prior to event
- One site visit & one 2 hour Event Day planning meeting
- Final walk-through with the couple at selected sites
- Collection & inventory of wedding/event items to be set up on wedding/event day (unity ceremony items, wedding favors, toasting glasses, serving sets, photographs, guest book/signage, table numbers, programs and seating cards)

- Creation of Event Day Logistics Plan, Ceremony & Reception Introduction Lineups, detailed Event Day Production Schedule including distribution
  - Lead and/or Assistant Planner to manage, coordinate & facilitate Wedding Rehearsal, Ceremony & Reception oversee set/breakdown
  - Review all contracts & distribute any final payments due
  - Vendor confirmations & event day management
  - Serve as Mistress of Ceremony
  - Access to Event Decor Galore's inventory with 10% off or discount if Design Services are booked in conjunction with this package
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