

Full Planning & Coordination

- Unlimited one on one consultations with clients and vendors (Includes final vendor meetings)
- ❖ Unlimited phone and email consultation
- ❖ Assist with planning and securing vendors at special MorLina Events rates- ceremony, reception, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors.
- ❖ Provide transportation to vendor meetings
- Final vendor confirmation (if requested)
- Schedule and Attend all vendor meetings
- Implement and provide budget tracking spreadsheet
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Contact and confirm arrival times with photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other vendors
- ❖ Create and send final event itinerary to all vendors
- Schedule and attend final vendor meetings and venue walk-thrus
- ❖ Help with décor set-up and take down of items provided by client
- ❖ Coordinate all event items (i.e. performances, cake cutting & etc.)
- ❖ Gather and load event items in hotel room/car
- ❖ Includes serving up to 150 attendees

Full Planning & Coordination Upgrade +\$500

- ❖ Includes serving between 150 to 250 guests
- ❖ Extra \$500 per 100 guests

Partial Planning & Coordination

- ❖ Five (5) one on one consultations with clients and remaining needed vendors (Additional meetings cost is \$100 each)
- ❖ Unlimited phone and email consultation
- ❖ Assist with planning and securing **remaining** needed vendors at special MorLina Events rates- photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators, hair, makeup & other needed vendors.
- ❖ Schedule and Attend up to 5 remaining vendor meetings (if requested) Final vendor meetings not included.
- ❖ Provide transportation to vendor appointments
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Contact and confirm arrival times with photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other vendors
- ❖ Create and send final event itinerary to all vendors
- ❖ Help with décor set-up and take down of items provided by client
- ❖ Coordinate all event items (i.e. performances, cake cutting & etc.)
- ❖ Gather and load event items in hotel room/car
- ❖ Includes serving up to 150 attendees

Partial Planning & Coordination Upgrade +\$500

- ❖ Includes serving between 150 to 250 guests
- ❖ Extra \$500 per 100 guests

- * Services begin upon initial \$500 retainer fee and end after the final event is completed.
- * Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event.
- * Final balance due one week prior to event.