

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- event location, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other needed vendors.
- Schedule and Attend all vendor meetings
- Provide transportation to vendor meetings
- Final vendor confirmation (if requested)
- Implement and provide budget tracking spreadsheet
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Attend event appointments
- ❖ Manage final vendor confirmation
- ❖ Send Monthly Updates and Follow-up Items to company point of contact
- ❖ Direct contact with vendor providers - event contact, photographer, videographer, DJ or live band, entertainment, transportation, caterer, bakery, florists, decorators and other vendors.
- ❖ Provide event itinerary for all vendors and involved company staff
- ❖ Contact special guests/attendees
- ❖ Prepare company for event by in-person final vendor meeting and walk-thru
- ❖ Coordinate Event – Preparation, Event and Completion
- ❖ Assist with set-up and take down of items provided by client
- ❖ Team Members up to 7 provided (\$100 for additional needed)
- ❖ Includes serving up to 150 attendees

Full Planning & Coordination Upgrade +\$500

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

* MorLina Events is open and flexible to discuss other needs not already included above.
* Services begin upon initial minimum \$500 retainer fee and end at conclusion of the event.
* Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event.
* Final balance due two weeks prior to event.



Corporate Planning and Coordinating Services

Partial Planning and Coordination

- Five (5) one on one consultations with clients and any remaining vendors needed not including final vendor meetings (Additional meetings cost is \$100 each)
- ❖ Unlimited phone and email consultation
- Assist with remaining planning and securing vendors at special MorLina Events rates- event location, photographer, videographer, caterer, DJ or live band, transportation, bakery, florists, decorators & other needed vendors.
- ❖ Send Monthly To-Do and Follow-up Items via email
- ❖ Attend event appointments
- ❖ Manage final vendor confirmation
- ❖ Send Monthly Updates and Follow-up Items to company point of contact
- ❖ Direct contact with vendor providers - event contact, photographer, videographer, DJ or live band, entertainment, transportation, caterer, bakery, florists, decorators and other vendors.
- ❖ Provide event itinerary for all vendors and involved company staff
- ❖ Contact special guests/attendees
- ❖ Prepare company for event by in-person final vendor meeting and venue walk-thru
- ❖ Coordinate Event – Preparation, Event and Completion
- ❖ Assist with set-up and take down of items provided by client
- ❖ Team Members up to 4 provided (\$100 for additional needed)
- ❖ Includes serving up to 150 attendees

Partial Planning & Coordination Upgrade +\$500

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

- * MorLina Events is open and flexible to discuss other needs not already included above.
- * Services begin upon initial minimum \$500 retainer fee and end at conclusion of the event.
- * Remaining payments can be arranged monthly or bi-monthly & final balance due 2 weeks prior to event.
- * Final balance due two weeks prior to event.