

Event Management Services

Services can be completely tailored to fit your needs. The Full Service, Partial Service and Day of Service packages were created for the client who prefers the traditional package.

All In 'til the End

Exsiting Creations is with you from beginning to end

- *Bi-monthly update meetings and detailed Next Steps*
- *Additional communications as needed*
- *Develop and manage event timeline*
- *Develop event spending guide*
- *Event spending*
- *Mood Board*
- *Event calendar maintenance*
- *Venue search*
- *Present for venue visit of top three venue choices*
- *Venue walkthrough (layout)*
- *Floor plan design*
- *Client access to layout software*
- *Schedule event vendor appointments*
- *Receive event vendor inquiries / filter bids*
- *Present for event vendor meetings*
- *Review event vendor bids*
- *Manage equipment rental logistics*
- *Liaison between client and all contracted vendors*
- *Provide guidance in menu creation*
- *Attend menu tasting*
- *Provide guidance in selecting ideal event collateral*
- *Assist with photography shot list*
- *Guest management*
- *Program development*
- *Develop full day of production plan (Run of Show)*
- *Day of event management*
- *Point of contact for all vendors throughout event*
- *Distribute vendor payments / gratuities*
- *Day of Event Coordinator(s)*
- *Available for vendor set up*
- *Oversee clean-up/break down of venue*
- *Debriefing meeting*

Starting at \$4,600

In the Thick of It

Exsiting Creations is there to help fill in the gaps

- *Bi-monthly update meetings and detailed Next Steps*
- *Additional communications as needed*
- *Venue walkthrough (layout)*
- *Floor plan design*
- *Manage equipment rental logistics*
- *Liaison between client and all contracted vendors*
- *Provide guidance in menu creation*
- *Attend menu tasting*
- *Provide guidance in selecting ideal event collateral*
- *Provide guidance in creating photo shot list*
- *Develop full day of production plan*
- *Day of event management*
- *Point of contact for all vendors throughout event*
- *Distribute vendor payments / gratuities*
- *Day of Event Coordinator(s)*
- *Present for event vendor set-up*
- *Oversee clean-up/break down of venue*
- *Debriefing meeting*

Starting at \$2,800

Simple and Sweet

Exsiting Creations comes in three months before your event and helps pull it all together

- *Two face to face meetings*
- *Additional communications as needed*
- *Venue walkthrough (layout)*
- *Liaison between client and all contracted vendors*
- *Develop full day of production plan*
- *Day of event management*
- *Point of contact for all vendors throughout event*
- *Distribute vendor payments / gratuities*
- *Day of Event Coordinator(s)*
- *Present for event vendor set-up*
- *Oversee clean-up/break down of venue*
- *Debriefing meeting*

Starting at \$1,800

“Let us be here for you, so you can be there for your guests”