

FOREVER AND COMPANY

EVENT PLANNING

Packages

PICK WHAT FITS YOUR NEEDS



EVENT PLANNING

- Event Design and Mood Board
- Timeline Creation
- Vendor Sourcing Negotiation & Management
- Budget Creation & Tracking
- Unlimited Meetings & Communication

\$300-\$600



EVENT SETUP

- Coordinating the Arrival and Placement of All Vendors
- Ensure Layout Matches Event Design
- Tables, Signage and Seating are arranged Correctly
- Make Sure Event Space is Polished, Organized and Ready For Guests

\$500-\$2,000



EVENT EXECUTION

- Oversee all Activities to Ensure Everything Runs Smoothly & On Schedule
- Coordinate with Vendors
- Manage The Timeline
- Communicate With Staff to Keep Every Detail Aligned
- Handle Unexpected Issues
- Solve any Problems That May Occur Day of Event

\$700-\$2,200



FULL PACKAGE

- Includes, Event Planning, Event Setup and Event Execution
- We Will Be with You During the Full Process of Your Event
- Unlimited Meetings and Communication

\$600-\$5,000

***ADD ONS AVAILABLE UPON REQUEST
CONTACT US FOR MORE DETAILS!**



COACHELLA VALLEY



760-673-0098

WEBSITE IN BIO