



FIRST CLASS EVENT SERVICES

C O R P O R A T E & P R I V A T E E V E N T P L A N N I N G

A First Class Event Experience

FCES

WELCOME TO THE FAMILY

At First Class Event Services, we specialize in crafting unforgettable corporate and private events that leave a lasting impression. Whether you're planning a corporate gala, team-building retreat, holiday party, milestone celebration, or intimate gathering, our expert team is here to bring your vision to life with precision and creativity.






LITTLE OVERSIGHT

\$1,900+

Perfect for clients who have most details handled but want professional support to ensure everything comes together smoothly.

- **PLANNING ASSISTANCE BEGINS 3-4 MONTHS PRIOR TO THE EVENT**
 - **INITIAL CONSULTATION TO DETERMINE EVENT EXPECTATIONS AND GOALS**
 - **REVIEW EVENT PLANS AND OFFER SUGGESTIONS TO BE CONSIDERED**
 - **PROVIDE A DETAILED TIMELINE FOR DAY OF EVENT**
 - **FOLLOW UP WITH ALL VENDORS TO CONFIRM DETAILS OF ARRIVAL TIMES, DELIVERIES, & PICK-UPS**
 - **FINAL WALK-THROUGH WITH NECESSARY VENDORS TO FINALIZE EVENT PLANS**
 - **12 HOURS OF EVENT DAY COORDINATION**
 - **(2) PROFESSIONAL CONSULTANT ON YOUR EVENT DAY**
 - **ARRIVE EARLY TO OVERSEE AND ENSURE THE VENUE IS LAID OUT PROPERLY**
 - **RECEIVE DELIVERIES AND GREET VENDORS**
 - **MAKE SURE ALL FINISHING TOUCHES ARE COMPLETE**
 - **PARTICIPATE IN END-OF-NIGHT BREAKDOWN ASSISTANCE**
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MEDIUM

OVERSIGHT

\$2,500+

Designed for clients who would like guidance throughout the planning process while still remaining hands-on in decision making.

'LITTLE OVERSIGHT' BENEFITS ALONG WITH:

- **PLANNING ASSISTANCE BEGINS IMMEDIATELY**
- **12+ HOURS OF EVENT DAY COORDINATION**
- **UNLIMITED COMMUNICATION AND COORDINATION LEADING UP TO THE EVENT**
- **INITIAL CONSULTATION TO DETERMINE EVENT EXPECTATIONS AND GOALS**
- **ASSIST WITH LOCATING AND BOOKING VENUE, CATERING, AND NECESSARY VENDORS**
- **ASSIST WITH EVENT DESIGN/DÉCOR IDEAS, LAYOUT, AND FLOW OF THE EVENT**
- **ASSIST WITH ENTERTAINMENT AND/OR MUSIC SELECTIONS, RENTALS, AND MENU CHOICES**
- **DEVELOP EVENT BUDGET AND HELP CLIENT STAY ON BUDGET**
- **COORDINATION WITH ALL VENDORS TO CONFIRM DETAILS OF ARRIVAL TIMES, DELIVERIES & PICK-UPS**
- **TRANSPORT EVENT DÉCOR TO ASSIGNED ON-SITE DESTINATION IF NEEDED**





with love

FCES

FULL OVERSIGHT

\$3,500+

A comprehensive planning and coordination experience for clients seeking complete support from start to finish.

'MEDIUM OVERSIGHT' BENEFITS ALONG WITH

- UNLIMITED PLANNING AND COORDINATION SERVICES LEADING UP TO THE EVENT
- FULL VENDOR MANAGEMENT AS THE PRIMARY POINT OF CONTACT FOR ALL VENDORS
- VENDOR SELECTIONS AND CONTRACT NEGOTIATIONS
- FULL EVENT PLANNING AND MANAGEMENT FROM START TO FINISH
- FULL EVENT DESIGN AND DÉCOR GUIDANCE
- ONGOING PLANNING MEETINGS AND UNLIMITED PLANNING SUPPORT
- MANAGEMENT OF ALL BEHIND-THE-SCENES LOGISTICS THROUGHOUT THE PLANNING PROCESS AND EVENT DAY
- COMPLETE OVERSIGHT OF VENDOR COORDINATION, EVENT FLOW, AND EXECUTION FROM BEGINNING TO END