

C WALMER events

Day of Event Management

Day of event “coordination” or management is for the couple who has the time and know-how to complete event plan and design themselves but need someone to organize details and execute their plans on their day. This allows the couple and their family to relax on their day, everything is taken care of. We highly recommend this service at a minimum for those tying the knot! Services can be added to this package and at any time during the planning process the package may be upgraded.

Includes:

- Consultation 3 months before and week before event
- Contact with your coordinator along the way
- Final venue walkthrough
- 1 hour rehearsal
- Set up of décor and personal items
- Full day event management with 1-3 experienced assistants based on guest number
- Complete coordination with vendors
- Timeline creation, distribution, and execution

Partial Planning

Partial planning is for couples who want to be hands-on with planning their perfect day but don't have the time and know-how to do it alone. We help you fine-tune your ideas and offer options and vendors to bring everything together exactly how you imagined. This package includes all the “day of event management” services.

Includes:

- Full “day of event management” package
- Additional consultations
- Personal item tear-down
- Return of rental items
- Assistance with keeping to your budget
- To-do checklists
- Venue and vendor recommendations and meeting setup based on budget and style
- Ceremony and reception style and design
- Access to shared correspondence online
- Pick-up and delivery of day of event lunch or refreshments

Ala carte services:

- Rental items through CWE
- Rehearsal dinner planning and coordination
- Complete vendor sourcing and meeting coordination
- Certified bartender package
- Full clean-up services (ceremony and/or reception)