Pree Events
Event Planning Packages 2023-2024

	Full Planning	Partial Planning	Day-of Event Coordination
PLANNING PHASE	*From 8 to 15 months*	*From 4 to 9 months*	*6, 8 or 12 week packages*
INVESTMENT** per event	*Starting at $9,500*	*Starting at $7,500*	*Starting at $4,500*

(The Planning Phase] from the beginning

	Full Planning	Partial Planning	Day-of Event Coordination
Complete event analysis	Yes	Yes	Yes
100% event guidance and support	Yes	Yes	No
Cloud-based event planning organizer	Yes	Yes	Yes
Budget planning	Yes	Core* vendors only	No
Venue search and Contract negotiation	Yes	No	No
Location/site visits	Yes	Yes	No
Complete event design and styling guidance	Yes	Yes	No
Spatial (floor plan) design	Yes	Yes	No
Vendor referal and selection	Yes	Yes	No
Vendor Contract review and negotiation	Yes	Core* vendors only	No
Timeline generator	Yes	Yes	No
Photo and Video shoot planning	Yes	Yes	No
Food and beverage menu planning	Yes	Yes	No
Travel and Accomodation planning	Yes	No	No
Invitation design/verbiage planning	Yes	No	No
Event stationary, signage, branding planning	Yes	No	No
Music and Entertainment planning	Yes	No	No
Welcome gift/bags and favor planning	Yes	No	No

(the Months] leading up to your Event

	Full Planning	Partial Planning	Day-of Event Coordination
Finalize and detail event timeline(s)	Yes	Yes	Yes
One in-person final design meeting with florist/decorator and client	Yes	Yes	Yes
One in-person meeting to review Venue contract with Client	Yes	Yes	Only if required
Review and finalize your Venue's BEO (Banquet Event Order)	Yes	Review only	Review only
Communicate venue policies, procedures, and special instruction to all service providers & vendors	Yes	Yes	Yes

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	Full Planning	Partial Planning	Day-of Event Coordination
Maintain communication with service providers & vendors with updates on venue, timeline, logistics, layout schematics, technical elements (sound, audio, visual), etc	Yes	Yes	Yes
Plan all service providers & vendors set up/breakdown timeline	Yes	Yes	Yes
Event stationery- design, delivery and setup	Yes	Delivery and Setup	Delivery and Setup
Complete event plans: Checklisted, noted, timelined, cross-checked, double-checked and verified.	Yes	Yes	Yes
Distribute/communicate client-approved final timelines to all teams 1 week prior	Yes	Yes	Yes

(the Day-of] Event Management & Coordination

	Full Planning	Partial Planning	Day-of Event Coordination
Complete event management: Client care, Timeline, Logistics, Techinal, Guest and Experiential	Yes	Yes	Yes
Complete team of experienced and professional event coordinators, event managers, production manager for day-of management	Yes	Yes	Yes
5-star customer service and guest experience	Yes	Yes	Yes
Oversee deliveries, vendor arrival, setup, breakdown	Yes	Yes	Yes
Stationery setup e.g. placement of welcome signage, event programs, escort cards, dining menus/labels, reserved signs, etc	Yes	Yes	Yes
Aid DJs, MC, Live entertainers, Photo & Video teams with appropriate event and music cues, and any live event updates	Yes	Yes	Yes
Gather, lineup and cue program entrances, speeches, and performances	Yes	Yes	Yes
Food and beverage services management	Yes	Yes	Yes
Photoshoot management	Yes	Yes	Yes
Distribution of final payments to vendors	Yes	Yes	Yes
Troubleshoot emergency situations	Yes	Yes	Yes
Complete event wrap-up	Yes	Yes	Yes

*Core Vendors: Florals, Decorator, Specialty Rentals, Photography, Videography, Audio-Visual, Lighting, Sound, DJ, Hair & Makeup, Catering.

**Investment estimate is based on the following factors, but not limited to:
The Venue, Guest Count, Number of Events, Number of Event Days vs Production Days, Extent of Production and Design Scale, Location/City, and Final Day-of Event Coordinators.