



Event Planning Services



At All Event Rental & Design & Rental we take pride in making your event as enjoyable and relaxing as possible. We offer two levels of planning services to accommodate the needs of every client.

Day of Coordination \$_____

Our coordinators take great pride in working with all of our clients, whether we are helping to plan a wedding, private party or corporate event. Your planner will be available to you to assist in the design process, floor plan design, over all décor ideas and execution and in coordinating with the event vendors. They will work with you to develop a list of your vendors, and a timeline to ensure that the event runs smoothly and in a timely fashion. If it is a wedding, we will be on site for your rehearsal to be sure that all of the members of your bridal party and family feel completely comfortable with what will be taking place and guide them on the day of the wedding as well. Your planner will meet several times leading up to your event to be sure that all of the details are as you wish and we know your event inside and out!

Your planner will be on site for the entire wedding ceremony and reception set-up, and remain on site during the reception until they are no longer needed. They will ensure that the timeline that we have crafted is upheld and all runs very smoothly to provide the client, guests, and family with a stress free day that they can all enjoy!

This service also offers a full set up of all chairs, tables, linens, flatware, glassware, napkins, décor, florals, wedding favors, and any other items that you may want to add to personalize your event and tailored just to you! This includes both ceremony and reception set up.

Full Event Planning Services Minimum of \$_____ or ____% of the wedding budget

Our Full Event Planning Services include all the services listed above but also offers the client full access to the planner for vendor meetings, contract review, planning guidance, budget management and preferred status with Bee Ridge Florist and All Event Rental. With this service your planner will attend all vendor meetings per your request, help you find a venue, floor plan, and oversee all the details of the wedding from beginning to end. This is the only option for the busy client who wants an amazing event but does not have the time to plan it, or oversee all that goes into an event. Your planner will be happy to be as involved as needed to make your event one to remember!

Additional Services: Invitation Assistance – Minimum of \$_____ or ____% of the wedding budget

We will be happy to address, mail and keep track of your RSVP's for you, all you need to do is provide us with a complete list of your guests names, addresses and the stamps that you would like us to use. We are happy to work with a Calligrapher if you prefer or send them out with mailing labels.

Please let us worry about the coordination of your wedding day so you can take in every moment stress free! You deserve the best, and we hope you let us show you just how perfect we can make any event!

*If any planning service is cancelled by the client for any reason, full payment of agreed service is due to planner.

Date of Event _____ Planners Name _____

Service Requested _____ Location of Event _____ Deposit Received _____

Client Name _____ Client Signature _____ Date _____