



*Diana "Dee"*  
*Cardona-Jaworski*  
*Event Coordinator*

[www.dee-planner.com](http://www.dee-planner.com)

*Pricing*


The following are hourly rates for personal celebrations. Please contact me directly for corporate rates. Phone calls, emails, texts and any other type of communication are all combined and added to the nearest hour.

- \$25/hour for events with less than 75 people.
- \$35/hour for events with 75 to 150 people.
- \$45/hour for events with 150 to 200 people.
- \$55/hour for events with more than 200 people.



## *Event Checklist*

I have put together a checklist to help you get started on organizing your event. You will need to add and delete as necessary to fit your occasion. Time line to complete your checklist will be dependent on your own style of planning but it is advisable to give yourself enough time to plan and thus reduce stress. Place these “to do” on your personal calendar and enjoy the process of planning your special event!

- Determine your budget
  - Choose date/time
  - Choose venue
  - Choose theme, color and ideas for décor, centerpieces, favors, etc.
  - Create a guest list
  - Reserve DJ or create playlist
  - Reserve Photographer
  - Reserve any rentals (tent(s), tables, chairs, tablecloths, etc.)
  - Choose menu
  - Make party purchases (helium for balloons, lighter, candles, utensils, cups, plates, etc.)
  - Choose vendor(s) for cake, desserts, etc.
  - Choose invitations
  - Send invitations
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## *Theme Ideas*

If you are looking for theme ideas for your special event, I hope the following will spark your creativity and get everyone excited and intrigued. Please adjust themes to fit a child, teen or adult event:

- ❖ Masquerade
  - ❖ Wine Tasting
  - ❖ Chocolate Tasting
  - ❖ Theme from a favorite movie or book
  - ❖ Nautical/Beach
  - ❖ 1920's, 1960's, 1970's, 1980's, etc.
  - ❖ Superheroes
  - ❖ Tropical
  - ❖ Tea Party
  - ❖ Florals
  - ❖ Sports
  - ❖ Outer space
  - ❖ Casino
  - ❖ Carnival/Circus
  - ❖ Pirate
  - ❖ Western
  - ❖ Fiesta
  - ❖ Costume
  - ❖ Mardi Gras
  - ❖ Under the Sea
  - ❖ Game Night
  - ❖ Safari
  - ❖ Under the Stars
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## *Celebrate Life!*

*“We all have life storms, and when we get the rough times and we recover from them, we should celebrate that we got through it. No matter how bad it may seem, there's always something beautiful that you can find.”* Mattie Stepanek, American Poet

Life is short and unpredictable. But to remain positive, one must live each day to the fullest! Celebrate all moments as a reminder of the gift we have of life. From birthdays, to weddings, to anniversaries, to corporate events, each have their own special and unique cause for celebration. Gather friends and family, coworkers and acquaintances, to join in celebrating what you hold worthy of honor. I would love to join you on this celebratory journey and assist in coordinating all the details so you can relax, share smiles, enjoy great conversations and create wonderful memories.

I look forward to hearing from you!

*Dee*

Professional references are available upon request.

