

# *Edmond Elite Events*

## *Special Event*

- One (1) detailed consultation
- Unlimited phone calls and emails
- Establish and manage budget
- Design and develop consulting (Theme/Decor/Color)
- Search and book venue (Based on package/service selected)
- Create timeline of events
- Day of set-up of decor
- Manage RSVP list (If applicable)
- On-site management and supervision at the event (If applicable)
- Vendor recommendation (Caterer, Florist, Entertainment, etc)
- Supervision of vendor delivery and set-up
- Coordinate breakdown of the event