



We are with you from venue searching to the last goodbye at the end of a perfect night, and everything in between. Whether you are planning a small beach wedding, throwing a fabulous event at a museum, corporate awards ceremony, school banquet, anniversary, or still trying to come up with a reason to party, we want to manage the details so you can enjoy the process as well as every minute with your guests.

CalienteEventCo.com

EVENT PLANNING PACKAGES





DAY OF COORDINATOR:

All planned but need someone to execute? Let us take what you've arranged and make sure everything flows the way it was intended.

- One face to face meeting within two weeks of event
- Unlimited scheduled phone & email consultations
- Day of coordination (up to 12 hours)
- One planner and one assistant
- Set up décor: Guest book – Place Cards – Favors – etc.
- Manage timeline – created by client
- Monitor all vendors – from check in to check out
- Distribute vendor payments and gratuities
- Ceremony coordination – rehearsal not included unless done the day of
- Wrangling of bridal party- Guide the Newlyweds & bridal party through their reception & assist with any needs
- Photographer guidance – notify photographer before starting and key moments (cake cutting etc.)
- Gather and return personal décor & gifts at the end of the evening
- We will be the direct line of communication for all vendors and staff day of
- Most importantly – Problem solve!

\$1495.00



MONTH OF COORDINATOR

Mostly planned but need someone to pull the loose ends together and execute the event so you can enjoy the big day? Let us take the reins from here and let you enjoy the process.

- Three face to face meetings
- One venue meeting
- Cost saving tips
- Unlimited scheduled phone and email consultations
- Finalize floor plans
- Confirm final details with vendors
- Create & manage full event timeline
- Manage rehearsal – up to one hour
- Day of coordination – up to 12 hours
- One planner & one assistant
- Set up décor: Guest book – Place Cards – Favors – etc.
- Manage timeline
- Monitor all vendors – from check in to check out
- Distribute vendor payments and gratuities
- Ceremony coordination – rehearsal not included unless done the day of
- Wrangling- Guide the Newlyweds & bridal party through their reception
- Gather and return personal décor & gifts at the end of the evening
- We will be the direct line of communication for all vendors and staff day of
- Most importantly – Problem solve!

\$2495.00



FULL EVENT COORDINATOR

Prefer to have guidance and support throughout the planning process so you can enjoy the ride or focus on other items? Ensure a perfectly planned wedding day from your menu, décor, vendors, and flow of the day with our full-service support.

- Three face to face meetings
- Three vendor meetings
- Cost saving tips
- Unlimited scheduled phone and email consultations
- Venue selection
- Budget development and tracking
- Event design
- Vendor coordination – make sure all vendors have necessary info and any updates. officiant – rentals – florals – draping – music – entertainment – photography – videography – lighting – wedding cake – invites – favors – transportation – hair & makeup
- Vendor negotiations
- Develop floorplans – ceremony – cocktail hour – reception
- Create & manage full event timeline
- Manage rehearsal – up to one hour
- Day of coordination – up to 12 hours
- One planner & one assistant
- Set up décor: Guest book – Place Cards – Favors – etc.
- Monitor all vendors – from check in to check out
- Distribute vendor payments and gratuities
- Ceremony coordination
- Wrangling bridal party - Guide the Newlyweds & bridal party through their reception
- Gather and return personal décor & gifts at the end of the evening
- We will be the direct line of communication for all vendors and staff day of
- Most importantly – Problem solve!

Starting at \$4800.00



A LA CARTE SERVICES:

- Ceremony Coordination
- Rehearsal of ceremony coordination
- Rehearsal dinner coordination
- Engagement party coordination
- Wedding shower coordination
- Post wedding brunch coordination
- Manage wedding invitations – RSVP - wedding website
- Vendor Meetings or Vendor referral
- Linens & rental coordination
- Tuxedo and rental items return
- Wedding website creation
- Event Design
- Day of set up & take down
- Anything that will make your special day worry free and fabulous

DESTINATION WEDDING & EVENT SERVICES

We may call OC home, but we can bring our sensational cuisine and seamless planning to you! Fees vary depending on the scope and location of your celebration.

