

# KARMA GODDESS

## Event Planning & Design



### Day-of Coordination Services:

- ❖ Initial consultation
- ❖ Unlimited phone conversations
- ❖ Walk-through at event site(s)
- ❖ Meeting with client 1 week prior to event to go over all final details
- ❖ Coordination of rehearsal
- ❖ Contacting/confirming set-up/arrival times and details with all vendors 2-3 weeks prior to event.
- ❖ Construction of detailed timeline for the day, sending it out to: vendors, site, and any other key participating parties
- ❖ Preparing a vendor and "key people" contact sheet to distribute
- ❖ Up to 8 hours service on event day
- ❖ Set-up of favors or any other items necessary for the event.
- ❖ Liaison between client and vendors
- ❖ Direction of family as to arrival/photo times, details of scheduled events, delegated tasks, etc.
- ❖ Coordinate with key vendors to maintain time line
- ❖ Coordination of special events, i.e. toasts, special dances, etc.
- ❖ Coordination of gifts to be collected or delegated to family member.
- ❖ Collection of any personal items at the end of the event and given to designated person

