

## *Event Planner v. Event Manager...what do I need?*

Events@5280

720-899-0533 | [www.eventsat5280.com](http://www.eventsat5280.com)

[events5280@gmail.com](mailto:events5280@gmail.com) |



### Event Planner: \$1550.00

- ◇ Sets/attends vendor meetings & makes recommendations on all items; handles all contracts & budget
- ◇ Works with you to design the theme, look and feel of your event, and recommends decorations/props accordingly and personalization
- ◇ Purchases, makes and orders supplies, decorations, props, parting gifts, grand entrance/exit needs
- ◇ Assists with event invitations, RSVP management
- ◇ Attends and manages the event, handling set up and clean up, and return of any rentals post event (everything in "Event Manager")



*Make sure the shoe fits...your event professional should have a clearly defined role as "planner" or "manager"*

An "Event Planner" is a trained specialist in planning your event. He/She will help you select vendors, design your "look" and utilize details to tell your story through your event. Your Planner will assist you with proper menu selection, seating arrangements, event promotion (if necessary), and order all of your decorations/props. Your Planner is then present at your event for set up, clean up and throughout making sure everything goes as planned, often directing vendors and making sure guests are tended to and comfortable.

An "Event Manager" is a trained specialist who understands you want to do all the planning, but as the host or hostess you need a qualified manager to handle the 48 hours surrounding your event. This includes last minute vendor calls, the day-of timeline, set up, clean up, and making sure the flow of your event goes as you planned it. Many times the Manager handles mishaps and adjusts without the host ever knowing. Having an Event Manager is crucial to any event because simply put, it is impossible to be a good host and a good manager at the same time.

### Event Manager: \$850.00

- ◇ Talks with vendors 4-6 weeks prior to the event to coordinate the day & present timelines
- ◇ Makes introductions/referrals to vendors as needed
- ◇ Provides timelines, diagrams, ceremony architecture and VIP contact sheets for all vendors
- ◇ Sets up...decorations, programs, centerpieces, lighting, etc. I provide many rentals from my stock at no charge.
- ◇ Serves as the manager and communications chief for all vendors and host during the event
  - ◇ Handles mishaps, and "changes in plans"
- ◇ Handles guest book, gifts, advice box, veil, toasting glasses
- ◇ Oversees catering, bar, entertainment and activities
  - ◇ Handles clean up and rental returns