



Full Service Planning

Services to be Performed by Event Planner Included in Package:

PRE-EVENT PLANNING

- Attend monthly meetings, as well as any and all other required meetings during the planning process.
- Draft and review agenda for each meeting
- Coordinate logistics and ensure contracts are signed for event with vendors (after a complete bidding process by vendors where appropriate) including but not limited to:
 - Catering
 - Rentals
 - Beverage
 - Décor
 - Lighting
 - Sound
 - Portable Restrooms
 - Town Permitting (help secure all required permits for event)
- Work closely to develop and maintain timeline, action list and tracking form for event.
- Develop, update and distribute a production schedule for set up, through the event, and clean up.
- Communicate closely about needs for event throughout the planning process.
- Be a resource to client by providing input as appropriate on aspects of the event as they arise.
- Only in My Dreams Events Planner(s) may be onsite regularly the week prior to the event
- Be onsite to coordinate any delivery or other vendor needs prior to the day of



DURING EVENT DUTIES (includes TWO Only In My Dreams Events Planners)

- Arrive onsite by 9am on the day of the event
- Be on site as needed for set up on the day(s) before the event and be on site as needed for breakdown on the day(s) after the event.
- Be available for last-minute changes, deliveries, or other necessary tasks that arise directly before the event
- Supervise and coordinate with vendors for event set up and breakdown
- Ensure all duties for “end of event” have been completed by vendors (cleaning up, locking up, turning off, etc.)

POST EVENT DUTIES

- Ensure timely pick up or return of all rentals and other items (beverage/décor) that need to be returned
- Participate in de-brief meeting regarding event if desired



Partial Planning

Services to be Performed by Event Planner Included in Package:

PRE-EVENT PLANNING

- Attend monthly meetings
- Coordinate logistics and ensure contracts are signed for event with vendors (after a complete bidding process by vendors where appropriate) including but not limited to:
 - Catering
 - Rentals
 - Beverage
 - Décor
 - Lighting
 - Sound
 - Portable Restrooms
 - Town Permitting (help secure all required permits for event)
- Work closely to develop and maintain timeline, action list and tracking form for event.
- Develop, update and distribute a production schedule for set up, through the event, and clean up.
- Communicate closely about needs for event throughout the planning process.
- Be a resource to client by providing input as appropriate on aspects of the event as they arise.
- Only in My Dreams Events Planner may be onsite regularly the week prior to the Gala
- Be onsite to coordinate any delivery or other vendor needs prior to the day of

DURING EVENT DUTIES (includes ONE Only In My Dreams Events Planners)

- Arrive onsite by 9am on the day of the event
- Be on site as needed for set up on the day(s) before the event and be on site as needed for breakdown on the day(s) after the event.
- Be available for last-minute changes, deliveries, or other necessary tasks that arise directly before the event.
- Supervise and coordinate with vendors for event set up and breakdown

POST EVENT DUTIES

- Ensure timely pick up or return of all rentals and other items (beverage/décor) that need to be returned
- Participate in de-brief meeting regarding event if desired



Consulting Planning Package

Services to be Performed by Event Planner Included in Package:

PRE-EVENT PLANNING

- Attend monthly meetings
- Coordinate logistics and ensure contracts are signed for event with vendors (after a complete bidding process by vendors where appropriate) including but not limited to:
 - Catering
 - Rentals
 - Beverage
 - Décor
 - Lighting
 - Sound
 - Portable Restrooms
 - Town Permitting (help secure all required permits for event)
- Work closely to develop and maintain timeline, action list and tracking form for event.
- Develop, update and distribute a production schedule for set up, through the event, and clean up.
- Communicate closely about needs for event throughout the planning process.
- Coordinate needs for set-up and breakdown of events.
- Be a resource to client by providing input as appropriate on aspects of the event as they arise.

POST EVENT DUTIES

- Participate in de-brief meeting regarding event if desired.