

Glorious Events

Corporate Event Planning Package

Price: \$750 - \$2100

We specialize in some of the following categories within corporate event planning: corporate holiday parties, company anniversary parties, product launches, project openings, capital campaign events, fundraisers and more.

This package includes the following:

Planning:

- Initial 2 hour in-person consultation with bride and groom
- Unlimited phone / Skype and e-mail consultations
- Full assistance with finding a venue
- Scheduling and attending all vendor meetings and negotiations
- Arranging all vendor contracts
- Creating your own personalized corporate event vision board
- Assistance with choosing a style / theme for your event
- Budget planning and management
- Event timeline development and distribution to selected vendors
- Assistance with stationary, invitations, itineraries, place cards and menu cards
- Venue walk - through and seating chart mapping
- Vendor recommendation in all of the following categories:
 - ✓ Entertainment - MC, DJ, Band, Live Performances
 - ✓ Photographers & Videographers
 - ✓ Photobooth Services
 - ✓ Florist
 - ✓ Decor & Design
 - ✓ Catering
 - ✓ Lighting & Sound
 - ✓ Transportation

- ✓ Guest Gifts
 - ✓ Rentals
 - ✓ Staging
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- Full assistance with creation of menu and drinks selection, as well as scheduling food tastings of the menu. (Kosher and Non - Kosher catering available)
 - Hotel booking accommodation
 - Collecting all RSVP's and updating the guest list and seating arrangement
 - Revising all final changes and providing all vendors with the final timeline
 - Corporate event checklist
 - Suggestions on event activities
 - Assistance with organizing giveaways
 - Corporate event checklist

Day of:

- Full day of onsite assistance and event management
- Event coordination by lead coordinator and an assistant from start to finish, up to 10 hours
- Coordinating the flow of the event
- Full set up of the venue including: tables, place cards, centerpieces, guest gifts and more
- Overseeing vendors production, set up and clean up
- Coordinating speeches and any other entertainment during the event
- Delivery of all final payments to all vendors

We also provide customized planning packages to best suit our clients' needs.

For additional information, please contact us at info@glorousevents.ca or 647 808 0375