



Corsair Creative Event Planning Services

Classic Planning Services – \$2,500 (\$2,000 in-house venue)

- Conduct an initial in-person meeting to review the event details, timelines, and design vision
- Provide consult on floor plan layout, beverage services, and run of show
- Offer vendor recommendations (if needed)
- One (1) final venue walk through, with all vendors included
- Day of vendor management by Corsair Event Coordinator
- Day of load in, set up, break down and load out (for a maximum of 8 hours per day – additional hours charged at \$150/hr).
- Day of logistics and production management, based on run of show
- Collect and review all contracts prior to event
- Two (2) additional hours of emails, meetings, calls, and consultation

Premium Planning Services - \$5,000 (\$4,250 in-house venue)

- Conduct an initial in-person meeting to review the event details, timelines, budget and design vision
- Design consultation on event décor based on client provided budget
- Provide consult on floor plan layout, beverage services, and run of show
- Offer and provide contact information for vendor recommendations
- Provide contact information for venue recommendations
- One (1) initial venue walk through, with client and any selected vendors
- One (1) final venue walk through, with all vendors included
- Coordinate and manage client-selected vendors to determine the rentals and equipment necessary for the seamless operations of the event
- Coordinate and finalize all vendor confirmations
- Day of vendor management by Corsair event coordinator
- Customized checklist with due dates for client-led outreach/decisions
- Day of load in, set up, break down and load out (for a maximum of 8 hours per day – additional hours charged at \$150/hr).
- Day of logistics and production management, based on run of show
- Five (5) additional hours of emails, meetings, calls and consultations with Corsair Event Planning team



Corsair Creative Event Planning Services

Elite Planning Services – 10% of final event budget* (8% in house venue)

- Conduct an initial in-person meeting to review the event details, timelines, budget and design vision
- Design consultation on event décor based on client provided budget
- Develop floor plan, full layout and run of show
- Corsair planning team will draft initial budget for client review and approval
- Full outreach to agreed up vendors based on vision for event
- Full site selection services, with Corsair coordinating and attending all site visits
- Venue and vendor contract negotiations, including food and beverage services
- One (1) initial selected venue walk through, with client and any selected vendors
- One (1) final venue walk through, with all selected vendors included
- Full coordination and management of vendors to determine the rentals and equipment necessary for the seamless operations of the event
- Coordinate and finalize all vendor confirmations and payments
- Day of vendor management by Corsair event coordinator
- Customized event production plan with milestones and due dates for all event needs
- Day of load in, set up, break down and load out
- Day of logistics and production management, based on run of show
- Unlimited access to Corsair event team via email, calls and necessary in-person consultations
- Post-event recap and follow up meeting

*\$7,500 minimum fee for services

Additional Services

Event Design & Ideation Consulting – \$150/hr

- Event concept and theme development
- Guest journey and experience mapping
- Brand activation and placement
- Event branding, signage, invitation and brand package