

CORTEZ

EVENT AGENCY

Cortez Event Agency was founded in Venezuela in 2010 by Zais Cortez , and established in Miami, FL since 2017.

Throughout the years Cortez Event Agency has been part of many special occasions with a total success .

In CORTEZ EVENT AGENCY our main goal is to offer our clients a complete service. From Planning the entire event or coordinating the Day of, to Decoration, Floral Design and everything needed to make it a memorable event.

OUR CERTIFICATIONS:

WEDDING & EVENT PLANNER

Event Planner Ibero-American Institute - Uruguay / Venezuela

Lovegevity's Wedding Planning Institute - USA

EVENT DESIGNER

The Institute of Wedding and Event Design (IWED Global) - USA

FLORAL DESIGNER-CFD

American Institute of Floral Designers - US

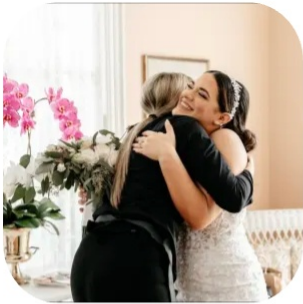


Some of the venues we have had the experience to provide this service:

- The Biltmore
- The Rusty Pelican
- The Wanderers Club at Wellington
- Trump Doral
- The Westin at Ft Lauderdale
- The Confidante Miami Beach
- KimptonEpic Hotel
- JW Marriot Marquis Miami
- The Cocoplum Woman's Club



WEDDING PLANNING SERVICES



DAY OF COORDINATION - FROM \$2000 & UP

1. Create a Timeline of the Event to organize the activities of each one.
2. Organization of guests per table if necessary.
3. Vendor coordination to determine arrival time and Set Up.
4. Supervision of Vendors to help them to get insurance certificates and in any emergency that may arise.
5. Ceremony Rehearsal
6. Confirmation one week before the event of all vendors.
7. A Timeline is made with the bride and groom to organize all the activities that will take place during the wedding.
8. We are with the bride from the getting ready until the end of the event.
9. We have an emergency kit for any eventuality.
10. Distribution of favors for the guests.
11. Coordination of Wedding Toast and First Dance.
12. Coordination of Family and Friends photos.
12. Distribution of final payments.
13. Receive the gifts of the guests towards the couple.
14. Verify that the Timeline is met.
15. Cake cut coordination.
16. Keep all the belongings of the couple who are at the wedding to avoid loss.
17. Post Event Meeting if needed.

THE TEAM WILL BE MADE UP OF 3 STAFF MEMBERS TO ENSURE THAT EVERYTHING GOES OUT AS PLANNED, INCLUDING THE GENERAL COORDINATOR. THEY WILL BE DRESSED IN BLACK ATTIRE.

Quantity: 1 **\$2,000**

Thank you for considering us for your Big Day!

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Wedding & Event Planning
Event Design
Floral Design

www.cortezeventagency.com



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