



EVENTS BY
Sheavonne

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Congratulations on your upcoming nuptials! Thank you for considering Events by Sheavonne to be a part of this exciting new chapter in your life. Our team is dedicated to creating unforgettable moments that will leave a lasting impression on both you and your guests.

We understand that planning a wedding can feel overwhelming and stressful. That's why our Day of Coordinator service is designed to ease the burden by taking over weeks before your wedding day, liaising with vendors, and ensuring that every detail is executed flawlessly.

We pride ourselves on providing an exceptional experience that exceeds your expectations. Please take a moment to peruse our full range of services, and do not hesitate to contact us if you have any questions or concerns.

With love and enthusiasm,
Sheavonne



Day of Coordinator

Day of Coordinator Starting Rate \$2,000

- 4 weeks of wedding preparations
- On going wedding consultations
- One on-site consultation at the ceremony and reception venue
- Wedding ceremony rehearsal*
- Production of event timeline
- Unlimited contact via phone and email
- Facilitating a smooth transition throughout the event
- On-site guest list management
- Distributing gratuities and final payments to vendors
- Oversee proper setup and breakdown
- Manage all participating vendors
- 8-10 hours of wedding day coverage
- Lead Coordinator and 1-2 Event Assistants



*Wedding ceremony rehearsal will take place 1-2 hours before the start of the ceremony on wedding day. Rehearsal leading up to the wedding day can be arranged for an additional fee of \$125



Day of Coordinator Plus

Day of Coordinator Plus Starting Rate \$3,000

- 10 weeks of wedding preparations
- On going wedding consultations
- One on-site consultation at the ceremony and reception venue
- Wedding ceremony rehearsal
- Production of event timeline
- Unlimited contact via phone and email
- Facilitating a smooth transition throughout the event
- On-site guest list management
- Distributing gratuities and final payments to vendors
- Oversee proper setup and breakdown
- Manage all participating vendors
- 8-10 hours of wedding day coverage
- Lead Coordinator and 1-2 Event Assistants





Investment

Day of Coordinator Service \$2,000.00

Day of Coordinator Service Plus \$3,000.00

Financial Commitment

A 25 % non-refundable retainer is required to secure your wedding and rehearsal date, with the remaining balance is due seven days before your event.



My team and I are excited at the possibility of welcoming you as an official client. I look forward to the next steps please don't hesitate to contact me via phone or email. Thank you for considering us!



Sheavonne Harris

Founder and Executive Coordinator

Events by Sheavonne

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