

EASY EVENT IDEAS

EVENT PLANNING PACKAGES

571.418.0248

easyeventideas@gmail.com

easyeventideas.com

WELCOME

Congratulations on your upcoming Special Event. Whether it be a wedding, mitzvah, or shower, I look forward to hearing all about your dream event experience.

I have been planning events professionally for over 17 years, and have had the privilege of working with so many clients as they prepare for their special day! I can't wait to see how I can help you achieve your dream event goals.

Thank you so much for reaching out to Easy Event Ideas, an event planning company based in Arlington, Virginia and serving the DC Metro Area!

-Michelle Bennett

THINGS TO CONSIDER

ALL PACKAGES INCLUDE:

- Custom Planning Checklist
- Regular Meetings
- Unlimited Correspondance
- Vendor Coordination
- Celebration Schedule and Timeline
- Help with Floor Plan
- Event Management
- Set-Up and Break-Down
- Event Emergency Kit

Current pricing includes one planner. Additional staff may be added if needed, some packages do include an assistant.



CLIENT TESTIMONIALS

"Michelle was the calmest, nicest, most reasonable and most knowledgeable planner I could have worked with. She talked me off many ledges. I'm so happy we worked with her; she was able to help us pull off a really beautiful and meaningful celebration where a good time was had by all.

-Ilana

We made a somewhat last minute decision to hire a "day of" just to help with some set up and tear down of decorations. But now, after the event, I cannot imagine having made it through the day without Michelle. She accomplished everything we needed and things we had no idea we needed – from ensuring tables were in the right place, to making sure people were where they needed to be. Michelle was the absolute best and most helpful. She was somehow everywhere at all times and knew every movement throughout the night. We could not have done it without her. Beyond five stars!

-Alex

I'm so happy I got the chance to work with Michelle as my month-of and day-of coordinator. By the time we started working together a few weeks out from the big day, I was so tired and burnt out from planning and needed the help and support that she expertly provided. She came in hot with lists, templates, spreadsheets, recommendations, everything I could've hoped for to support me through the rest of the prep process. Most importantly, she made sure that everything that needed to happen was done correctly, on time, and in the way we needed. She was ON FIRE on the day. Michelle was in the zone- creating beautiful centerpieces, coordinating each step of the event, and problem solving before I even realized there was something to be done. Thank you so much, Michelle. You helped make my event absolutely perfect!

-Sandy

PACKAGE OPTIONS

Whether you are planning an event for 300 or for 50 I look forward to designing a package that meets your needs, expectations, and budget. All packages are customizable.

FULL SERVICE PLANNING

This is a customized package designed to assist with almost all event planning and design aspects from budget, theme, color, style, venue selection, vendor referrals, vendor management, meetings, guest accommodations, transportation arrangements, favors, guest welcome packages, seating assignment, programs, event timelines and more. I will be with you every step of the way! Package begins at \$5000.

PARTIAL SERVICE PLANNING

With this package we do the planning together. We will help you through the process of recommending vendors, keeping you on schedule and reminding you what to do next. You'll contact the vendors and we will help you review the contracts. This package can be custom fitted to help you with what ever aspects of the process you need assistance with. Package begins at \$3000.

MONTH OF PLANNING

I know you want to be able to enjoy your event so I want to be able to help you experience your party instead of running it! You will plan your event and then four to six weeks before we will confirm everything and assist with all last minute details. We work with your vendors, execute event timeline, and provide you with a smooth and carefree event. You've worked hard planning your event and now it's time for you to enjoy the day with your guests. Package begins at \$1600.

ADDITIONAL SERVICES

SOME OF THESE ARE ALREADY INCLUDED IN LARGER PACKAGES

- Shabbat Dinner
- Kiddush Luncheons
- Sunday Brunches
- Hotel Room Blocks
- Centerpiece Arrangement
- Designing Printed Materials
- Decor Design
- Assembling and Mailing Invites
- Managing Guest Lists and RSVPs
- Attending Vendor Meetings
- Arranging Transportation
- Scheduling Activities for Out of Town Guests
- Putting Together and Delivering Welcome Gifts
- Rolling Sweatshirts and Give Aways
- Pick Up and Delivery of Event Items
- Creation of DIY Items



The background of the image is a soft, abstract watercolor wash in shades of pink, peach, and light orange, creating a warm and artistic feel.

LET'S DO THIS!

CONTACT US FOR YOUR CUSTOM PRICING