



# SERVICES & PRICING GUIDE



2025

# Hello There!

I'm an event planner with a planning company, yada yada. This guide will give you an overview of our pricing and services offered, but this blurb is to tell you a bit about Black Event Agency, so let me start there.

I founded BEA in 2016 under the operating name of LGIT Events ("Linda's Got It" was a popular catch phrase by vendor friends back then). I rebranded to Black Event Agency to give a nod to my last name (Black) and make it known that we're a company of special event agents here to be part of your event.

I LOVE the hospitality field. With a Bachelor of Science in Hospitality Management from one of the nation's leading hospitality programs, I have taken a lot of steps to be educated through the classroom, networking and hands on experience. I make sure to employ likeminded individuals to assist in taking care of our clients and their unique event needs. All of that, plus we just really enjoy what we do and it reflects throughout the entire process.

Thanks for considering us! We're happy to answer any questions or concerns you. We value being direct and honest. We look forward to connecting with you soon!

Linda

Linda Black  
Founder and Event Director  
Black Event Agency



# WHY WORK WITH BEA

## Experience

With several thousand events under our collective belts, we've experienced a lot. Corporate, nonprofit, wedding, social, educational, festivals - you name it, we've probably done it. If we haven't, we'll tell you that and discuss if we're equipped to handle your event.

## Flexibility

We're very understanding. We can adapt payments, timelines, and details to fit what you're looking for, just be direct and tell us what you need.

## Insured

Any professional vendor should have commercial liability insurance. Period. We have it and will only recommend other vendors who do as well. This is for the benefit of the client, our company, the venue, other vendors and the guests.

## Integrity

We operate with integrity. We are very honest and direct. We will always do what's in the best interest of the event and our client. If for some reason something isn't working out, we'll adapt things to make it work and communicate along the way.



# HOW IT WORKS

01

## BOOK A CONSULT CALL

Choose the format that works best for you. In person, video, or phone - whatever is easiest and most convenient for you.

02

## REVIEW YOUR CUSTOM PROPOSAL

We typically have a customized proposal over to you within 48 hours of our consult. Review, reflect, and let us know what changes you want to see to make it work best for you.

03

## SIGN YOUR CONTRACT

Sign off on the contract, pay your retainer and let the planning fun begin!

04

## GET THE PARTY STARTED

The planning party that is! We'll provide you with some important tools (deadlines, timelines, that kind of stuff) and start right away on the planning fun for your upcoming event.

## CONTACT DETAILS

972-332-1535

[info@blackeventagency.com](mailto:info@blackeventagency.com)

PO Box 251, Celina, TX, 75009

## OFFICE HOURS

M - F 10:00am - 5:00pm CST

Sa - Su By Appointment Only

## WEBSITE

[www.BlackEventAgency.com](http://www.BlackEventAgency.com)





# FULL SERVICE PLANNING



This package is truly full service. By selecting this package, the client is given direction by professional event planners throughout the entire process. BEA begins with event conception to include budget creation, vision board planning, vendor and venue selection and culminates with a flawless event the client has been dreaming about.

Clients choose their involvement level with this package. Some clients want to be hands on throughout, while others like to stick to high level decisions only and entrust BEA with fine tuning the small details.

LET'S WORK TOGETHER

## WHAT YOU'LL GET:

- ✓ Event planning from conception through execution
- ✓ Full access to the BEA team as well as a dedicated event manager for your event.
- ✓ Budget and vendor management
- ✓ On site event day management to include a minimum of (1) Event Manager and (1) Event Assistant

## YOUR INVESTMENT

\$7,300

# FINAL MONTH COORDINATION



## AKA “Month of” Event Coordination

This package allows a transition from the client planning the event to the professional BEA team well in advance of event day. This transition allows for reviewing contracts and timelines to look for discrepancies or gaps that need addressing. Instead of putting out fires on event day, BEA is buttoning up final details in advance so the event day runs seamlessly.

### WHAT YOU'LL GET:

- ✓ Access to the BEA team for regular check ins from the time of contract signing to event day
- ✓ Transition from client to BEA with all vendors 30 days prior to event
- ✓ On Site Management Team of (1) Event Manager and (1) Event Assistant

LET'S WORK TOGETHER

YOUR INVESTMENT  
\$2,300



# EVENT DAY MANAGEMENT

This package takes what the client has planned and executes it on event day. There is little contact in advance with vendors, as this truly is a coordination package for event day only.

LET'S WORK TOGETHER

## SUMMARY:

- ✓ We execute your day, your way.
- ✓ Team of (1) Event Manager and (1) Event Assistant
- ✓ You share info with us (timelines, floor plans, vendor contact info, etc) at least 14 days prior to event, we review and are prepped and ready on your event day.

LET'S WORK TOGETHER

YOUR INVESTMENT  
**\$1,550**



# WHAT YOU'LL GET

1

## Deliverables

Budget Creation

Planning Timeline

Event Day Run of Show Timeline

Floor Plan - to scale

2

## Professional Team

Educated and experienced event professionals. You can rest assured that anyone on your event has executed many events of your type and has proven to be of BEA quality.

3

## Backup Plans

We always consider Plan B, C, and D. Whether it be a weather contingency plan or backup solutions for more known risk factors (could be family drama, a best man traveling in the morning of the event or anything in between), we've got you covered.

We also have you covered through our own team - if someone on our team gets sick or otherwise incapacitated, you can rely on the fact we will have a comparable substitute on standby to fill in, just in case.





# FAQ'S

Do you charge travel fees?

We do not charge travel fees for the Houston or Dallas areas (up to 50 miles from zip codes 77004 and 75009). For other locations, we'll determine travel costs based on specific needs. Depending on event details, we can either do a flat rate travel fee or charge per mile.

How does guest count factor in to your pricing and services?

The prices published in this guide include staffing for typical events up to 250 attendees. Specifics will be discussed in the consultation and along the way, so if we feel additional staffing is necessary to properly manage your event, we'll be upfront and let you know that as well as what extra costs you'd incur.

Why should I hire a planner instead of using my friend/family member?

Y'all, we've been around the block a time or two. We've not only been on the planning side, we've been venue managers and worked for other areas of the industry. We've seen what happens when someone has a professional planner...and when they don't. We promise, a professional planner (who is a good fit for you) is absolutely worth investing in, so even if you don't choose us, please hire a planner for your special day! We're also fully insured, so if something goes wrong, we have coverage to help make it right.

How do you approach putting together an event design and theme?

We like to use inspiration from your everyday life. We love to bring your favorite home decor, fashion and food and beverage components and tie them into your event day. We want attendees to walk in and know this is your event, as it's reflected through and through.

# LET'S GET STARTED!

Give us a call, send us a text or have a carrier pigeon drop us a line. We'd love to figure out how we can best help you and see if we're the right fit.

We take on a limited number of events per year and space out our major events, so we can adequately give needed attention - which means, don't delay in reaching out!

**SCHEDULE A CALL**

**VISIT US ON PARTYSLATE!**

Event planning redefined.

Less stress. More fun. Reasonable cost.

That's the Black Event Agency way.



[info@blackeventagency.com](mailto:info@blackeventagency.com)

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