



NCM EVENTS CO

EVENT PLANNING + COORDINATION + DESIGN

FULL SERVICE PLANNING

The full service event planning package is perfect for you if *you really want a very hands on planning approach from your planning team*. This process involves an initial conversation to chat through all the aspects of the event. We will discuss exactly what you're hoping to achieve and start suggesting some ways to achieve it!

The full service package is inclusive of 10 hours of day of coverage on the event day and includes:

- Access to our full vendor list of wonderful vendors who we recommend working with
- Vendor vetting for anyone you might want to work with that's new to us
- Full design consultation
- Full itinerary and timeline creation
- Full management of all vendor outreach and communications
- Dedicated Google Drive folder with subfolders for planning organization

PRICING STARTS AT \$12,000



DAY OF COORDINATION

After months and months of hard work planning your event we know you don't want to stress on the big day that things might go wrong. The best part of day of planning services is that you just get to kick your feet back and relax in the hours leading up to the event.

This package is inclusive of 10 hours of day of coverage on the event day and includes:

- Planning beginning 3 months before the event
- Full itinerary and timeline creation
- Full management of all vendor outreach and communications at time of planning
- Dedicated Google Drive folder with subfolders for planning organization

PRICING STARTS AT \$4,000

PARTIAL PLANNING

This package is perfect for you if you've already kicked off the planning process and have a good sense of what you want for your event. Partial planning is meant to be for clients who have booked their venue and catering but need assistance with the rest! This package is also inclusive of 10 hours of day of coverage on the event day.

This package is inclusive of 10 hours of day of coverage on the event day and includes:

- Recommend any vendors you still need to book
- Assist with any outstanding details
- Full design consultation
- Full itinerary and timeline creation
- Full management of all vendor outreach and communications
- Dedicated Google Drive folder with subfolders for planning organization

PRICING STARTS AT \$8,500

