

A romantic dinner table setting featuring a tall white candle in a dark green holder, a clear glass, and a bouquet of white flowers. The scene is softly lit, creating a warm and intimate atmosphere.

CARTER  
GROUP  
*creative*



LED BY

*Angela Carter*

*Event Planner & Designer*

*George Mason University Graduate*

*Certified by the Events Industry  
Council since 2010*

*20 Years of Experience Managing  
Corporate and Social Events*

*Holistic Approach to Event  
Planning & Design*

*Specializes in:  
Strategic Planning, Logistics,  
Program Management, Budgeting,  
Destination & Venue Selection,  
Entertainment Sourcing, Food &  
Beverage Planning*



FEATURED ON

*the knot*

**PARTYSLATE**

**BRIDAL GUIDE**

**THE BASH™**

# SERVICES & COSTS

## Corporate Events

*Our event planning and design services include the following, at minimum:*

- *Venue sourcing*
- *Site visit of venue prior to event*
- *Client meetings leading up to your event*
- *Event design. We will collaborate with you to conceptualize the event and source all necessary elements aligning with your event budget*
- *Vendor sourcing and management*
- *Food and beverage liaison*
- *Audio/Visual liaison*
- *Entertainment liaison and sourcing*
- *Stationery liaison and sourcing, (ex: food, beverage and directional signage)*
- *Event timeline development and management*
- *On-site staff to oversee event setup, duration, and break down/vendor load out*
- *Post event debrief following your event*

*Event planning and design minimum: \$3,500*

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# SERVICES & COSTS

## Social Events

*Our event planning and design services include the following, at minimum:*

- *Client consultation*
- *Event design. We will collaborate with you to conceptualize the event and source all necessary elements aligning with your event budget*
- *Food and beverage liaison*
- *Entertainment liaison and sourcing*
- *Stationery liaison and sourcing, (ex: food, beverage and directional signage)*
- *Vendor sourcing and management*
- *On-site Event Coordinator to oversee event setup*

*Event planning and design minimum: \$2,500*

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# SERVICES & COSTS

## Full-Service Wedding Planning & Design

*Our full-service wedding planning and design services include the following:*

- *Venue sourcing*
- *Vendor team development and management (ex: catering, floral design, photography, transportation)*
- *Monthly client meetings and vendor meetings as necessary*
- *Wedding design development (color story, design deck development)*
- *Budget management*
- *Rental equipment/Custom items sourcing*
- *Stationery liaison and sourcing*
- *Wedding timeline development and management*
- *Rehearsal coordination*
- *Catering tasting coordination*
- *Wedding design mock-up*
- *Lead Planner and Assistant(s) support*

*Full-service wedding planning and design minimum: \$8,500*

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## Partial-Service Wedding Planning & Design

*Our partial-service wedding planning and design services include the following:*

- *Planning for up to 4 months from wedding date with venue and partial vendors booked and contracted by couple*
- *Vendor team (partial) sourcing and management by CGC*
- *Client and vendor meetings leading up to Wedding*
- *Wedding timeline development and management*
- *Rehearsal coordination*
- *Wedding design finalization*
- *Lead planner and Assistant support based on 10 hours on Wedding Day*

*Partial-service wedding planning and design minimum: \$5,500*

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# SERVICES & COSTS

## Month-of Wedding Management

*Our month-of wedding management services include the following:*

- *Client and vendor meetings*
- *Vendor team management*
- *Wedding timeline management*
- *Rehearsal coordination*
- *Lead Planner and Assistant support to execute day-of details based on 10 hours on Wedding Day*

*Month-of wedding management minimum: \$3,000*

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*reception to follow*



CG *creative*

TO BOOK CGC FOR YOUR  
NEXT EVENT

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