



### Event Design Coordination

The following information pertains to, but not limited to:  
Bar Mitzvahs, Bat Mitzvahs, Sweet 16 Birthday Parties, Anniversaries,  
Graduations, Holiday Themed Parties, Casino Nights, Birthday Parties

#### **Day of Event** – Day of Coordination ONLY

**Synopsis:** Directing and coordinating every intricate detail of your event on the actual day of the event. Every aspect will be thoroughly coordinated and planned out to make sure that there are little to no trouble shooting issues that arise. LGBD will be present for all your day of coordination needs.

- 1 Complimentary Consultation to meet and Discuss your Event
- 1 Additional Consultation to View the Event Site and go over Details, *1 – 2 weeks prior to the event date.*
- Unlimited Phone and Email calls to discuss Event Details.
- Overseeing Decorating of Room / Venue / Space, and set-up of Event.
- Event Timeline Created if needed.
- Distribution of any final payment(s) to vendor(s).

#### **Full Event Coordination**

**Synopsis:** Directing and coordinating every intricate detail of your event from start to finish. Every aspect will be thoroughly coordinated and planned out to make sure that there are little to no trouble shooting issues that arise. LGBD will be present for all your day of coordination needs, and be on call throughout the event planning process.

- 1 Complimentary Consultation to meet and Discuss your Event
- Unlimited in-person Meetings to discuss Event Details and Planning.
- Unlimited Phone and Email calls to discuss Event Details.
- Theme / Décor Development
- Overseeing Decorating of Room / Venue / Space.
- Facilitate Complete Set-up of Event (including tables, chairs, décor, etc.)
- Vendor referrals and booking.
- Attendance of all Vendor Meetings.
- Assistance on out of town Guest Accommodations.
- Event Timeline Created if needed.
- Distribution of any final payment(s) to vendor(s).

All events are unique, prices vary accordingly. Inquire within for any special needs.