

Corporate Events

Professional Gatherings and Celebrations

Making You a Guest at Your Own Event



Mid-Missouri's Premier Event Planning Firm

A Helping Hand...to...Full Service

Pre-Designed Packages

*Services Listed on the Following Page

A Helping Hand

Starting @ \$750 | Avg. Service Hours = 10

Initial Planning Consultation

Event Communication/Planning/Design

- Unlimited Emails & Texts
- Planning & Design*

Event Execution

- Set-up
- Tear-down

Day-of Support

Starting @ \$1750 | Avg. Service Hours = 25

Initial Planning Consultation

Event Communication/Planning/Design

- Unlimited Emails & Texts
- Planning & Design*

Event Execution

- Event Set-up
- Event Management*
- Event Tear-down

Fully Yours

Starting @ \$2300 | Starting Hours = 35+

Initial Planning Consultation

Event Communication/Planning/Design

- Unlimited Emails & Texts with Client
- Planning - vendors, venues, timelines and more!
- Event Design - meetings, decor creation and more!

Event Execution

- Event Set-up
- Event Management*
- Event Tear-down



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Our Services List

Additional Services Available

EXECUTION

- Event Set-up
- Event Management
- Vendor Coordination
- Event Tear-down

DESIGN

- Day-of Timeline Creation
- Event Floor Plans
- Decor Design Board
- Design Meetings with Event Designer
- Decor Design & Creation
- Live Mock-up of Centerpieces

BRANDING

- Social Media Post Creation & Posting
- Stationary and Invitation Creation
- Invitation Mailing and RSVP tracking
- Custom Event Signage

PLANNING

- Initial Meet and Greet Meeting
- Vendor Contract Reviews
- Vendor Recommendations & Booking
- Rental & Floral Design Meetings
- Catering & Cake Tastings
- Entertainment & Photographer Meetings
- To-do List Creation & Support
- Expo Planning - Layout/Management

COMMUNICATION

- Phone/Video Meetings
- Unlimited texts/emails
- Vendor Booking & Communication
- Itinerary Creation
- In-person Client Meetings



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Ready to Book? Have Questions?

Send us a message or give us a call and
we'll get the process started to make your
event a success!

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