



DanieEve Weddings & Events Pitch Proposal

You Need Help Planning Your Wedding

DanieEve Weddings & Events is here to help you accomplish planning your special day by providing exceptional coordinator services. I'd love to help you organize and execute all of your event plans so that you can enjoy your special moment.



Why Choose DanieEve Weddings and Events?



What can I do?

As a day of event coordinator, I'm here to help you accomplish planning your special day by providing exceptional wedding coordinator services. I'd love to help you organize and execute all of your event plans so that you can enjoy your special moment as stress free as possible.

What Are the Details?



Services Include

- Setting up your event, ceremony and/or reception space
- Meeting with vendors as they arrive to your event space
- Coordinating your event timeline
- Organizing your event space
- Collecting your personal and/or borrowed event items to make sure they are returned to the appropriate place/location

How Does DanieEve Weddings and Events Work?

Booking

- ▶ The client contacts Danielle Williams about their needs for their event via email.
- ▶ I determine if I'm available during the day of their event and if my schedule is clear on their specific day, I book a free consultation to share the services I can offer.
- ▶ I review their needs and if their event meets the requirements of 175 guests or less, I create a contract for review and signature.

How Does DanieEve Weddings and Events Work?

Planning

- ▶ After the clients contract is finalized with their specific details, a booking fee sent to the client for payment and a schedule of meetings and payments is created for the client.
- ▶ At each of the planning meetings, the clients' event details are discussed and a list of their event needs are determined.

How Does DanieEve Weddings and Events Work?

Event Coordination

- ▶ Two weeks before the clients' event, final payments are paid if necessary and final day of coordination details are discussed.
- ▶ A checklist is made of all of the clients vendors, timelines, and materials needed for the day of the event.
- ▶ DanieEve Weddings and Events executes all plans and procedures for the event as they were discussed at all planning meetings.



Why Hire Me?

Other Wedding Planners

DanieEve Weddings and Events is **affordable** for people who want to plan their own event. Many other wedding planners offer similar services, but they are often costly. As your day of wedding coordinator, I try will work within the budget of my client. The goals is to spend \$100s and not \$1,000s.

Team

DanieEve Weddings & Events is a team that includes the clients and the coordinator. Though it's a small team, the works get done. Keeping events 175 or less helps the coordinator tend to a smaller wedding crowd. Eventually, I'd like to see the team grow with additional assistants as the business continues to grow.



Where Is DanieEve Wedding and Events Today?



Currently, DanieEve Weddings and Events is open to new clients. Though the main focus has been weddings, DanieEve Weddings and Events executes all events. I'd love to coordinate your event!

