



# K Universe Weddings

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## Corporate Event Coordination Service

You've planned everything, now sit back and enjoy your day; I'll handle the rest! Includes:

- Check-ins at 60, 30, and 7 days prior to event (minimum)
- Set-up and Tear-down of decor
- Customized comprehensive timeline for the day (matching your theme/colors)
- Creation of/advice for functional layout (official layout plan included)
- Oversee all aspects of the event on the day-of
- UNLIMITED written communication via email and text (phone calls upon request)
- Vendor management

\*Deposit due within 48 hours of signing contract (50% of total)

\*Short notice bookings (60 days or less) will have a 20% fee added to the final total

**\$1,500**



## Travel Fee (as applicable)

- For local events (19 or less miles), travel at the IRS rate will apply
  - Example: 2024's IRS rate is \$0.67 per mile round trip; billing will be estimated at time of contract and confirmed on the Final Invoice
- For non-local events (20 or more miles), travel will be billed at a flat rate of \$3.00 per mile (one-way)
- For events that require travel of 45 minutes or more, lodging may be required
- If multiple trips are required, all additional travel will be billed at the IRS rate.

- Events with multiple locations charged at the applicable rate above + the current IRS rate for additional miles
  - Ex: Venue 1 is 26 miles away + Venue 2 is 4 miles from Venue 1--the fee would be: (26mi + 4mi = 30mi) x \$3 = \$90 + (0.67 x 4mi = \$2.68) = \$92.68

Quantity: 1    \$0



## Large Guest Count (as applicable)

I'm only one person; for events with larger guest counts, I may need to hire additional help. I use the following flat-rates to determine this fee:

- Up to 50 guests: No added fees
- For each additional 25 guests: \$50

\*Example: If the guest count is 125: an additional fee of \$150 will apply

1 item, \$50/item    \$50



## Corporate Event Coordination Service--On A Budget

You've planned everything, now sit back and enjoy your day; I'll handle the rest! Includes:

- Check-ins at 30, and 7 days prior to event (additional meetings available for \$25--up to 1 hour each)
- Assistance with Set-up and Tear-down of decor (additional hands must be provided)
- Customized comprehensive timeline for the day (matching your theme/colors)
- Advice on functional layouts (no official plan provided)
- Oversee all aspects of the event during a specified number of hours (if event continues beyond agreed service time, additional charges will occur)
- UNLIMITED written communication via email and text (phone calls may be billed as additional meetings)
- Vendor management

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**\$1,200**



## Travel Fee (as applicable)

- For local events (19 or less miles), travel at the IRS rate will apply
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Quantity: 1    **\$0**



## Large Guest Count (as applicable)

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- Up to 50 guests: No added fees
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\*Example: The guest count is 125; an additional fee of \$150 will apply

0 items, \$50/item    **\$0**



## Private Event Coordination Service

You've planned everything, now sit back and enjoy your day; I'll handle the rest! Includes:

- Check-ins at 60, 30, and 7 days prior to event (minimum)
- Set-up and Tear-down of decor
- Customized comprehensive timeline for the day (matching your theme/colors)
- Creation of/advice for functional layout (official layout plan included)
- Oversee all aspects of the event on the day-of
- UNLIMITED written communication via email and text (phone calls upon request)
- Vendor management

\*Deposit due within 48 hours of signing contract (50% of total)

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**\$900**



### Travel Fee (as applicable)

- 19 miles or less is considered local area; no fee applies
- 20+ miles charged at \$3.00 per mile
- Events with multiple locations charged at above rate + the current IRS rate for additional miles
  - Ex: Venue 1 is 26 miles away + Venue 2 is 4 miles from Venue 1--the fee would be: (26mi + 4mi = 30mi) x \$3 = \$90 + (0.67 x 4mi = \$2.68) = \$92.68



### Large Guest Count (as applicable)

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## Private Event Coordination Service--On A Budget

You've planned everything, now sit back and enjoy your day; I'll handle the rest! Includes:

- Check-ins at 30, and 7 days prior to event (additional meetings available for \$25--up to 1 hour each)
- Assistance with Set-up and Tear-down of decor (additional hands must be provided)
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- Vendor management

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**\$700**

### Travel Fee (as applicable)

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  - Ex: Venue 1 is 26 miles away + Venue 2 is 4 miles from Venue 1-- the fee would be:  $(26\text{mi} + 4\text{mi} = 30\text{mi}) \times \$3 = \$90 + (0.67 \times 4\text{mi} = \$2.68) = \$92.68$

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\*Example: The guest count is 125: an additional fee of \$150 will apply



### Add-On: Additional Event Coordination

Planning a brunch for the day after the event? Need someone to coordinate dinner the evening before? Anything beyond the main event (wedding ceremony and reception, baby shower, etc.) will be considered an "additional event"

**\$600**



### Add-On: Personalized Planning Guide

Not sure where to begin in your planning process? This option includes monthly check-ins and a personalized timeline for keeping your planning on-track, while also offering decor design and other custom options to aid your planning process.

*\*This is NOT a full planning package\**

**\$500**



### Add-On: Vendor Selection

I will provide a list of 2-5 references of your requested vendor types (Hair and Makeup Artist, Photographer, DJ, etc.) and aid you in securing your choice(s).

*\*Cost per vendor type*

**\$75**



### Add-On: Venue Selection

I will provide a list of 2-5 venues that match your requests as best as possible and aid you in securing your choice.

**\$200**



## Add-On: RSVP Management

Let me handle the headcounts and getting the final numbers to your caterer and venue; one less thing to stress you out!

**\$200**



## Add-On: Securing Decor

I can find and arrange all decor rental agreements, including delivery, set-up, tear-down, and returns. Items such as chairs, tables, linens, tents, and misc. decor will be purchased/rented on your behalf. For purchased items, they are yours to keep, or we can arrange a "buy back" price for anything you don't want.

\*You are responsible for all costs; a budget must be set and paid before any decor can be secured.

**\*The fee for this service is variable: 20% of total decor cost**

(For example, if the budget for decor is \$500, the fee would be \$100)

**\$0**



## Add-On: Custom Service

Have something in mind that you don't see already suggested? Let me know! We can plan out a custom service based on your specific needs at a price that fits your budget.

Examples: Custom name cards for reception seating (design and print); Set-up of a photo-sharing QR code; etc.

**\*Minimum charge for this service is \$50; final price will depend on the service itself.**

**\$50**