

VERSATILE FREELANCER

Event Planning Services

Venue Selection & Coordination

Assisting with finding and booking the appropriate venue based on the client's needs, including handling contracts and logistics.

Budget Management

Creating and managing a budget, ensuring expenses stay within the set limits, and providing cost-effective solutions.

Vendor Coordination

Researching, booking, and coordinating with vendors such as caterers, photographers, decorators, and entertainment.

Guest List Management

Assisting with compiling and managing guest lists, sending invitations, and tracking RSVPs.

Timeline Creation

Developing a detailed event timeline, including preparation and event day schedules.

Theme/Decor Coordination

Assisting in designing event themes, color schemes, and décor arrangements to match the client's vision.

Logistics Management

Coordinating transportation, parking, accommodations, and other logistical aspects for the event.

On-Site Management

Overseeing the event setup, coordinating staff, and ensuring everything runs smoothly during the event.

Post-Event Follow-up

Collecting feedback from guests, managing thank-you notes, and ensuring any post-event tasks are completed (e.g., returning rented items).