



# Hello

Info@amarieevents.us  
321-205-8326  
www.amarieevents.us

Thanks for taking a look at what  
A. Marie Events & Design has to offer.



# Sweet 16 Month-Of Management

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Prep Time	Financial Commitment	2 In Person	Hours
6 weeks +	Starting at \$1200 +	Consultations	Unlimited

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Turning 16 is exciting time for a young lady, and mostly all of them want to celebrate it in a big way. A. Marie Events & Design has 3 packages that can assist you in making your daughters or sons 16th birthday fun, memorable and exciting without all of the stressors that come along with planning such an event

## *Services include:*

- Initial consultation meeting to review event details
  - 2 One on One Planning Meetings (up to 2 hours)
  - Final wrap-up meeting 2 weeks prior to the rehearsal
  - Etiquette Tips
  - Your Events Comprehensive Sweet 16 Checklist
  - Day of event timeline
  - Venue site visit to coordinate floor plan
  - Full access to our online 24/7 planning portal to update your event task to do list, event website, attendee list and floor plan modules and other resources
  - Follow up with contracted vendors and communication / distribution of day of itinerary at least 1 week prior to the event date
  - Floor plan renderings
  - Set up of personal items (i.e. guest book, cake server, programs, favors, etc.) – Does not include collection of (clients bring to venue)
  - Gather of all personals, gifts, and items at the end of the event and turn over to designated party
  - Oversee vendor set-up and clean up at event site (full vendor coordination)
  - Work with DJ on the coordination of intros, toast, dinner, cake cutting, etc.
  - Up to 8 hours of service each based on guest count and personal setup / breakdown requirements)
  - Distribute tips and final payments to event vendors (if necessary)
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# Sweet 16 Full Service Management

Prep Time  
6-9 months +

Financial Commitment  
Starting at \$2,195 +

4 In Person  
Consultations

Hours  
Unlimited

## *Services include:*

- Initial consultation meeting to determine theme
- Contact through phone and email during business hours
- Personalized Sweet 16 Website to share with your family and friends with online RSVP
- 2 One on One Planning Meetings (up to 2 hours), plus up to 3 web based planning meetings during the planning period
- Event Design
- Attend vendor meetings
- Cake Selection Assistance
- Venue meetings to determine day of logistics
- Final wrap-up meeting 2 weeks prior to the rehearsal
- Etiquette Tips
- Your Events Comprehensive Sweet 16 Checklist
- Vendor and venue referrals (will send requests for proposals and schedule meetings for up to 3 vendors for up to three selected categories).
- Full access to our online 24/7 planning portal to update your event task to do list, event website, attendee list and floor plan modules and other resources
- Day of timeline/itinerary
- Confirmation of venue and vendors to include confirmation of all orders and set up and delivery times for rental items (linens, place settings, props, furniture, etc.).
- Vendor Coordination
- Set up of personal items (i.e. guest book, cake server, programs, favors, etc.)
- Gather of all personals, gifts, and items at the end of the event and turn over to designated party
- Work with DJ on the coordination of intros, toasts, blessings, dinner, cake cutting, etc.
- Up to 10 hours of service with assistant
- Disburse final payments and gratuities to vendors (if necessary)



# Sweet 16 Att-Inclusive Management

Prep Time  
12 months +

Financial Commitment  
Starting at \$2,995 +

Monthly In-Person  
Consultations

Hours  
Unlimited

## Services include:

- Initial consultation meeting to determine theme
- Contact through phone and email during business hours
- Personalized Sweet 16 Website to share with your family and friends with online RSVP
- 6 One on One Planning Meetings (up to 2 hours), plus up to 5 web based planning meetings during the planning period
- Event design
- Attend vendor meetings (if available)
- Budget meeting and vendor payment tracking throughout the planning period
- Cake Selection Assistance
- Venue meetings to determine day of logistics
- Final walk-through of venue one month prior to event
- Access to our online 24/7 planning portal to update your event task to do list, event website, attendee list and floor plan modules and other resources
- Vendor and venue referrals (will send requests for proposals and schedule meetings for up to 3 vendors for up to three selected categories).
- Assist with design of stationery design for save-the-dates, invitations and programs
- Final wrap-up meeting 2 weeks prior to the rehearsal
- Etiquette Tips
- Comprehensive Sweet 16 Checklist
- Confirmation of venue and vendors to include confirmation of all orders and set up and delivery times for rental items.
- Creation and Execution of Full Event Day Timeline and Vendor Set-Up Schedule for all applicable vendors, including floor plan preparation.
- Coordinate and oversee vendor set-up and clean up at event site
- Collect personal event items to be brought and set up the day of (place cards, guest book, cake server, programs, favors, etc.)
- Gather of all personals, gifts, and items at the end of the event and turn over to designated party
- Coordinate with DJ on the coordination of intros, toasts, dinner, cake cutting, etc.
- Event Day Emergency Kit
- Up to 12 hours of service each based on guest count and personal setup / breakdown requirements)
- Disburse final payments and gratuities to vendors

