



Hello

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



Sweet 16 Month-Of-Management

Prep Time	Financial Commitment	2 In Person	Hours
6 weeks +	Starting at \$1800+	Consultations	Unlimited

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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Full Service Sweet 16 Management

Prep Time
6-9 months +

Financial Commitment
Starting at \$3500 +

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 \$6000+

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

