

Storybook Package: Special Event Planning

Whether it's a 1st Birthday, Anniversary, Baby or Bridal Shower, we are here to help. Each of these milestones deserves a Magical Celebration.

This package includes the following:

- **MONTHLY** meetings via phone/facetime or in person to update on the process and answer any questions.
- Unlimited email and phone help during the planning process.
- Help with budget creation, allocation and vendor payment schedule.
- **Venue** – Help with venue selection (if needed). Includes up to 2 Site Visits on site to confirm details.
- **Vendor coordination** – includes recommendations, meetings (face to face meetings and phone/zoom/facetime meetings), contract review, and confirmation of final details one month and one week prior to special event.
- Includes help with final details such as designing table numbers, escort cards, guest amenities, favors, etc.
- Custom timeline with itinerary provided to all contracted vendors, assure all services are provided as contracted.
- Final consultation will be the week of the event to finalize and review the details. At this time, you will need to provide Magically Managed Events with any items that must be set up on the day of the event.
- On-site management to coordinate, manage and troubleshoot the special event.
- Set up & display of your personal items (card box, escort cards, signage, small décor items, etc.) Florist or event Décor Company responsible for major décor items.
- Collect and deliver all gifts & keepsakes at the end of the event.

Please note that our business hours are

Monday – Friday from 10am – 5pm.

Weekends are by appointment only.