



PlanIT Events, LLC

THE BEST PARTIES REVOLVE AROUND US

Our Fees

BASIC CONSULTING FEE (1 HOUR): \$50

This is for the client who wants to do their own planning but needs some initial advice on where to start and help with a to-do list for their event! This is done virtually via phone or FaceTime. If you choose to book décor, balloons, or something else with us **DURING** the consultation, your \$50 will go towards your final invoice. If you do not choose to book anything with us it's no problem at all; however, your \$50 will cover our hour of time and professional advice and cannot be refunded.

FULL CONSULTING + PLANNING FEE:

This is for the client who desires full-service start to finish planning. A full planning estimate will be determined after our initial consult. Total fees will be based on how much is needed and charged at an hourly rate. We will contract and handle your vendors, all planning/design of space, and overall coordination of your event to ensure a seamless and stress free experience.

Please note our *planning/design* fees start at \$250. Please call or message us regarding this option.

DAY-OF COORDINATING:

If you only need assistance the day-of your event, this option is for you. Hire us to help set-up, clean-up, prep and serve food, cut your cake - WE DO IT ALL. Our minimum is 2 hours at \$125. Each subsequent hour after two is **\$30 per hour/per staff member. Please call or message us for more details. Thank you!**