

SCARLETT
events



scarlett.events

INFO@SCARLETT.EVENTS | @SCARLETTEVENTS

luxury
is in the
details

@scarlettevents



starting at
\$475.00

ROMANCE & ENGAGEMENTS

01. PARTIAL EXPERIENCE

Created to incorporate our expertise and your ideas, turning your vision into a reality. This service is perfect for those who already have an idea of their perfect event or evening, but require assistance with details, planning, and execution in order to ensure that everything runs smoothly.

Investment \$475.00

INCLUDED:

Vendor Communication/Negotiation
Day of Execution
Event Logistics

02. COMPLETE EXPERIENCE

Customized and tailored to perfectly fit that very special person you have in mind. This service is ideal for the busy professional that wants to leave a lasting impression but needs assistance with inspiration, creativity, and execution. We will work closely together to achieve an unforgettable experience you'll cherish forever.


Investment \$675.00

INCLUDED:

Hotel Reservations
Vendor Referrals
Timeline
Luxury Transportation
Dinner Reservations
Personal Stylist
Spa Reservations
Design & Decor
Flowers
Gift Selection
General Consulting

We're available on an hourly basis for all of your special occasions. Please contact us at info@scarlett.events if you would like to discuss further availability!

note



starting at
\$2,500.00

WEDDINGS & EVENTS

01.

PARTIAL EXPERIENCE

Investment \$2,500.00

A collaborative approach to creating your perfect event but designed to meet the needs of the hands on client. For most details, the client will independently plan their event logistics, which the event coordinator will execute.

INCLUDED:

- Event Setup and Breakdown
- Customized Tipping Guides
- Customized Pinterest Board
- Décor Design
- Event Checklist
- Vendor Management
- Day of Execution
- Day of Staff

02.

COMPLETE EXPERIENCE

Investment \$3,500.00

All-inclusive event planning experience tailored to provide a luxury event that exceeds both yours and your guests' expectations. We will work closely together to curate every detail of your special day so that you will feel less stressed and be able actually enjoy yourself.

INCLUDED:

- Event Staff
- Vendor Referrals
- Vendor Appointments (ex. tastings, trials etc.)
- Customized Pinterest Board
- Schedule Management
- Décor and Design Coordination
- Master Timeline
- Event Setup and Breakdown
- Floor Plan Development
- Vendor Contract Negotiation
- Contingency Plans
- Vendor Management (including venue staff)
- Event Execution
- Tipping Guide
- Disbursement of Final Payments and Tips to Vendors



ADDITIONAL SERVICES

SAME-DAY EVENT
COORDINATION

HOSTESS BOX

EVENT TIMELINE

EVENT CHECKLIST

VENDOR REFERRAL

DESIGN CONSULTATION

chat with me

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Thank you