

# CORPORATE EVENT PACKAGES





When it comes to corporate there is no time to deal with unnecessary stresses. That is why we pride ourselves in delivering creative but professional event, without any error. Whatever your budget is, Gracious Fusion's excellent relationships with top suppliers and venue mean that we can negotiate the best prices, managing cost without compromising on style.

The innovative minds of Gracious Fusion can guarantee a worry free event which is available at a cost benefit to your company while making sure you have nothing less but a spectacular and unique event that will be thoroughly enjoyed.



## CORPORATE PLANNING PACKAGE

### Premium Package

With this comprehensive package, you will have the luxury of having peace of mind leading up to your special event and knowing that Gracious Fusion team will take care of every aspect of the planning and execution process, from the beginning to the last detail. We will attend all appointments, serve as your point-person with vendors, and perform all of the legwork and negotiations on your behalf. Our most comprehensive service, the Premium package will transform the otherwise exhausting and complicated process of planning your event into a fun, creative, and stress-free experience.

**Services include:**

- Unlimited phone & email correspondence from day of contracted service through your event day
- Venue scouting & suggestions
- Coordinator's presence at unlimited site visits
- Customized list of preferred vendors
- Coordinator's presence at unlimited vendor meetings, menu tasting & design sessions
- Thorough review of all contracts
- Personalized event checklist and budget
- Appointment scheduling & reminders
- Guidance with music selection and speech
- Event Agenda Development
- Assistance with custom event collateral such as invitation preparation and printing
- Packaging, weighing and mailing services for invitations
- Negotiation of prices & fees with all vendors
- Assistance in the development of creative ideas, defining your unique style, choosing a color palette and determining specific traditions for your event



- Complete registration management (if required)
- Etiquette advice and coaching
- Budget guidance & maintenance
- Order placement, delivery and pick-up arrangements of all rental items
- Assistance with preparation of seating charts, diagrams, table numbers, place-cards and favors
- Transportation and accommodation arrangements
- Assistance and advice for out-of-town attendees
- Organization of a detailed event time line to be provided to you, designated stakeholders, and vendors
- Confirmation of all arrangements with venue and vendors prior to the day of the event
- Coordination of the event rehearsal activities (if required)
- Conflict resolution
- Complete event day management from start to finish – please see "Silver" package below for details

\* As all of our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the scope of coordination services, time requirements, the number of months lead time prior to the event, and travel (if necessary).



## The Gold Package

The Gold package is the perfect solution for those event organizers who wish to take a hands-on approach to the planning of their event, but would like the direction and assistance of a professional to make the process less overwhelming. You will receive all of the extensive consultation services that come with the Platinum package, but instead of having Gracious Fusion make the arrangements and execute the plans, you will carry out these tasks with our guidance. Our goal is for you to save time, money, and eliminate stress by supplementing your hard work with our expertise.

### Services include:

- Unlimited phone & email correspondence from the day of contracted service through your event day
- Venue research and coordination (City/Hotels/Convention Facilities)
- Coordinate all event specifications, rate requirements, food and beverage, and audiovisual
- Customized list of preferred vendors
- Thorough review of all contracts
- Personalized event checklist and budget
- Guidance with music selection and speeches
- Event agenda development
- Assistance with custom event collateral such as invitation preparation and printing
- Negotiation of prices & fees with all vendors
- Oversight of registration activities (if required)
- Assistance in the development of creative ideas, defining your unique style, choosing a color palette and determining specific and traditions for your event
- Coordinator's presence on menu tasting with caterer and advice with selection
- Etiquette advice and coaching
- Guidance with guest list management and seating planning



- Advice for accommodations for out-of-town attendees, activities, and welcome gifts
- Organization of a detailed event time line to be provided to you, designated stakeholders, and all vendors
- Confirmation of all arrangements with venue and vendors prior to the day of the event
- Coordination of the event rehearsal activities (if required)
- Complete event day management from start to finish – please see "Silver" package below for details
- Conflict resolution

*\* As all of our packages are fully customized to your particular needs and wishes, exact pricing will be determined by the size and scope of your event, the range of coordination services and time required, the number of months lead time, and travel (if necessary).*



## The Silver Package

With all of the planning and organization for your event completed, it's time to let go of the reins and have Gracious Fusion step in to ensure that all your efforts result in an idyllic, memorable, and flawless event. As part of our Silver package, we will meet with you approximately one month before the day of your event in order to familiarize ourselves with every detail and nuance of your special occasion. In the subsequent weeks, we will work closely with you to create a thorough time line, determine final tasks, and contact your vendors to confirm all arrangements.

### Services include:

- Assistance with registration activities (if required)
- Coordination of event rehearsal activities (if required)
- Review of event day itinerary with your corporate event sponsor/coordinator and designated stakeholders
- Instruction on seating plans and special arrangements for ushers
- Review of checklists with your corporate event sponsor/coordinator
- Full event day coordination with the aid of at least one assistant
- Supervision of vendor arrival and set-up
- Ensuring proper placement of place-cards, favors, programs, and other event collateral items
- Coordination with guest speakers and entertainment before the event begins
- Final touch-ups to venue site prior to guest arrival
- Vendor cues throughout the course of the event, including assisting the entertainment or MC with scheduling, supervision of meal service, and other activities
- Liaison for all guest questions and concerns
- Collection and packing of any gifts, awards, and personal items
- Distribution of all gratuities to specified vendors
- Conflict resolution

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## Day of Coordination Package

This service is designed for our clients who have already planned their event 'to the T', but don't want to worry about anything on the big day and require day-of coordination services. Whether it's a corporate luncheon, off-site, or fund raiser, we know that you would rather relax, not worry about details, nor run around dealing with logistics. With our day-of coordination service we will manage all of the on-site logistics down to the last detail. Prior to the event, we will meet with you and walk through the details of your event. On the day-of your event, Gracious Fusion will take over so that you can relax knowing everything is taken care of. We offer a wide range of DOC services to suit every need. If you are interested in a service that is not outlined, feel free to ask. After all, it's your event your way!

### ***Our day-of coordinating option will offer you:***

- Two (2) hour consultation in order to gather all needed information about your event
- Walk through of all venues
- Event time-line, flow and itinerary
- Set-up and break-down
- Coordinate, trouble-shoot and manage all aspects on the day of the event
- Additional consultation can be added if necessary
- Design consultations
- Vendor/venue referral
- Budget guidance & management
- Time lines, schedules and checklists
- Guest list management and RSVP services

