

GALÁNTA PACKAGE



SHANNON CONNELL

Phone 917.886.4742

Email Shannon.connell5151@yahoo.com

PAYMENT INFORMATION

A 15% non-refundable deposit is due upon signing the contract

Payment is due in full 7 days prior to the day of the event

Cash, check & Venmo are the accepted forms of planning. A payment schedule can be set up if needed

TERMS & CONDITIONS

Any additional costs that accrue throughout the planning process will be presented as a quote before the purchases are made. This includes any decor needed to complete the event. Décor is not included in the planning cost

Any décor or event items that are utilized from the event planners' inventory will be listed and signed off on by the client prior to use. There will be a \$50 per items fee for any lost or damaged items

Any damaged or lost items done to sub-rented items will be handled under the terms of the sub-rental company. The event planner is not responsible for any additional fees or damages charged

Mileage fees apply for any venue located outside of Monroe County. This includes mileage fees for the rehearsal if travel location applies. \$.50 per mile.

PLANNING SERVICES

initial consultation

recommendations for all vendors

detailed organization of timelines for day of the wedding

extensive time management in regards to all target dates

detailed checklist to ensure all requirements are achieved

food and beverage recommendations

attendance to any tastings or planning meetings

setup and tear down of all décor and special personalization's of the event

day of the event management

direct contact for all vendors throughout the entire process

create detailed floor plans and seating charts

liaison for all items needing to be rented

ceremony and site visits prior to event

will conduct a rehearsal the day prior to ensure success the day of

rain contingency plans

exit strategy will be created for clean-up of the event

\$2000

additional charges

Mileage - \$.50 per mile outside of Monroe County
Tax 8%