



EVENT PACKAGE CONSULTING

Services Included

- Initial Consultation
- Vendor referrals (to accommodate your budget)
- Set up and attend vendor meetings
- Follow up with vendors throughout the planning phases of the planned event
- Final meeting: the week of your event to go over final details and concerns you may have including:
 - All vendor information
 - Itinerary
 - Guest lists/place cards *if applicable
- Amber Way Events, LLC will be available via phone/email throughout the entire planning process (please allow up to 24 hours for an email response).
- Amber Way Events, LLC staff will arrive approximately 1-3 hours prior to the start of your event to make sure the setup and process goes as discussed (contingent to the access of the venue). Amber Way Events, LLC staff will remain on-site for the duration of your event and will leave approximately 30 minutes after entertainment has finished. Amber Way Events, LLC is not responsible for the clean-up.
- Amber Way Events, LLC responsibilities at the event will include:
 - Ensuring that the party runs smoothly from start to finish according to your itinerary.
 - Coordinating with vendors
 - Dealing with any problems/issues that may arise
 - Collecting gifts from guest
- Prior to Amber Way Events, LLC's departure, staff will gather all gifts belongings and miscellaneous items and place them in a convenient location.

All packages can be customized to meet your specific needs. Actual price is dependent upon additional staff needs, service requests, location, and number of guests.

769-257-8795 * amberwayevents@gmail.com * www.AmberWayEvents.com