



KDH Event Planning

Unmatched Excellence

Month of Package – Wedding, and Milestone Events

Our Month-of Wedding Planner Package consists of these services:

- Meet with you prior to your event to get to know your vision. Unlimited consultations via phone, email and face-to-face
- Provide our important Questions Document which covers all the details you can imagine for your event day
- Attend your final walk through of reception and ceremony location
- Create “Day-of” timeline and schedule for you, your guest and all vendors
- Schedule and attend “final” meetings with vendors
- Review of all vendor contracts to ensure that no detail is overlooked. Confirm all vendors, ensuring times, directions and responsibilities are clear
- Provide onsite assistance at rehearsal
- Make confirmation calls with your vendors the week of the event to finalize the schedule and timeline. Management of vendor’s day of event
- Ensure VIP guest are catered to
- Assist with set up and break down of décor
- Deliver of final payments to all vendors

*All services are available a la carte

Call or email us today and let us take the worry out of planning your next event! One of our friendly and talented planners will assist you through the entire process.



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Week of Wedding and Milestone Planning Package

Our Week-of Wedding and Milestone Event Planner Package consists of these services:

- Full day of onsite assistance at ceremony and reception
- Guide you, VIP guests, and your family throughout the entire day
- Adherence to schedule timeline, adjust everyone accordingly (VIP guest, family, vendors)
- Special attention on you, VIP guest, families, and guest with special needs
- Eliminate worry about “What to do next?”
- Coordinate all special details, favors, personal items
- Confirms all vendors prior to your special day; ensure each vendor knows their place
- Manage vendors throughout the event
- Deliver final payment to vendors
- Manage schedule, secure gift table, and special item pack up at end of the evening

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Corporate Event Planning

Our Corporate Event Planner services consist of these services:

- Consultations via phone, email and face-to-face
- Customized to-do list from beginning of project until your event
- Venue consultation and referrals
- Attend site visits with Client
- Negotiation and review of contracts
- Menu design, facilitating all aspects of menu including beverage service specifics
- Management of event timeline, floor plan, guest counts, special dietary needs
- Coordinate all rentals, linens, special décor deliveries and setup
- Onsite management of event from start to finish
- Deliver final payment(s) to vendors
- Assist with set up and breakdown of décor
- Closure of entire event, providing paperwork, receipts and documentation for client

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Consultation Package

Our Planning and Design services consist of these services:

- Provide personalized planning and consultation as per your customized special event proposal, including on-site, in studio, phone, e-mail and text communication
- Develop event theme, color, and design creation reflecting your personal style and taste
- Provide customized list of venues within designated area, style and budget. Participation in site visits
- Establish priorities while maintaining budgetary accountability. Includes discussions required to adjust to project changes
- Coordinate design details throughout the entire event, including location(s), invitations, wording, printed materials, signage, décor, cuisine, and any other particulars
- Conduct vendor searches including caterer, photographer, videographer, décor, floral, rentals, lighting, entertainment, audio/visual, invitations, transportation, valet parking, etc. as needed to fit the look/feel of your event.
- Negotiation and review of contracts
- Assemble and mail out custom invitations with RSVP management

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Our Unique Extras

KDH Event planning realizes that there are a lot of little extras that pop up while planning for any event. We offer the following services that make your life that much easier:

- Event Website: creation of your own event website
 - Announcement Site
 - Event webpage for ticket sells
 - Event webpage for RSVP receiving and tracking
 - Full website for after event to share with colleagues, family, and friends
- Destination Events – Supporting Services
 - Location Scouting
 - Design Services
 - Travel Management
 - Food Experiences
 - Concierge Services
 - Event Excursions
- Honey Moon Itineraries
 - Location Scouting
 - Room Reservation
 - Travel Management
 - Extracurricular activities

*All services are available a la carte

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