



# *KDH Event Planning*

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## Unmatched Excellence

### **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
- Manage schedule, secure gift table, and special item pack up at end of the evening
- Deliver final payment to vendors

\*All services are available a la carte

**Call 323.645.0960 or email us today at [kim@kdheventplanning.com](mailto:kim@kdheventplanning.com) 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.**