



KDH Event Planning

Unmatched Excellence

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
- Assist with set up and breakdown of décor
- Closure of entire event, providing paperwork, receipts and documentation for client
- Deliver final payment(s) to vendors

*All services are available a la carte

Call 323.645.0960 or email us today at 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.