

EVENT PERFEKT

**EVENT PLANNING
ONBOARDING BROCHURE**

www.eventperfekt.com

WELCOME

At Event Perfekt, we understand that every celebration is unique. Our mission is to transform your vision into a flawless, unforgettable experience. Our streamlined onboarding process ensures that every detail is meticulously planned and executed.

Whether you're hosting an intimate gathering or a grand celebration, we promise an event that you and your guests will cherish for a lifetime. Let's create something extraordinary together!



ONBOARDING PROCESS

- **Consultation:** Your journey begins with a personalized consultation to understand your vision, preferences, and goals.
- **Proposal:** We deliver a tailored proposal, including a detailed breakdown of services, timeline, and budget for complete transparency.
- **Planning and Execution:** From concept creation to post-event wrap-up, our dedicated planners handle every detail, ensuring a stress-free experience.
- **Post-Event Follow-Up:** We review and celebrate the success of your event, ensuring every moment met your expectations and get collaterals from all vendors where necessary.



SERVICES

Full-Service Event Planning

Ideal for clients seeking end-to-end event management.

- **Fee Structure:** 20% of total event budget (minimum fee: £3,000).
- Includes vendor coordination, décor concept and pre guest management.
- **Optional Add-Ons:** Personalized gifts, digital invitations or websites, and custom themes starting at £1,500.

Day-Of Coordination

Perfect for clients who need professional support on the day of their event.

- **Starting Fee:** £250/day for one coordinator.
- **Large Events:** £150 per additional coordinator (for events over 100 guests).



SERVICES

Décor & Styling Services

Transform your venue into a stunning masterpiece with bespoke designs.

• Pricing:

- Small Events (20–50 guests):
From £2,000.
- Medium Events (50–150 guests): From £5,000.
- Large Events (150+ guests):
From £7,000 for luxury custom setups.



SERVICES

Vendor Management Only

For clients who need assistance sourcing and coordinating high-quality vendors.

- **Flat Fee:** £750 for up to 5 vendors.
- Additional vendors: £100 each.

Destination Events

Seamlessly plan and execute international celebrations.

- **Fee:** 25% of total event budget (minimum fee: £5,000).
- Includes logistics, travel arrangements, and on-site presence for extended planning support.



WHY CHOOSE EVENT PERFECT?

What's Included:

- **Personalized Planning:** Your dedicated planner oversees timelines, contracts, and budgets.
- **Bespoke Styling:** Décor, themes, and installations tailored to your vision.
- **Stress-Free Execution:** Professional day-of management to ensure a flawless event.

Our Commitment to Excellence:

- Transparent pricing and communication at every step.
- Expertise in creating extraordinary events for corporate, social, and destination clients.
- A passionate team dedicated to making your event exceptional.





Case Studies

- **Corporate Gala Dinner:** Transformed a 300-guest conference venue into an elegant black-tie gala, complete with a custom lighting setup and interactive tech features like QR code menus.
- **Destination Wedding:** Orchestrated a luxurious wedding in Santorini, Greece, managing travel logistics, local vendors, and on-site coordination.
- **Themed Birthday Party:** Created a Gatsby-inspired celebration with stunning 1920s décor, live jazz band, and vintage photo booths.

Client Testimonials:

- *"Event Perfekt took all the stress out of planning my daughter's wedding. Every detail was perfect!" – Sarah M.*
- *"The team at Event Perfekt transformed our ideas into reality. The attention to detail was phenomenal!" – James B.*

SUSTAINABILITY AND INNOVATION

At Event Perfekt, we prioritize eco-friendly practices, such as sourcing sustainable materials and offering digital invitations to reduce waste.

We also integrate innovative technologies, such as tablet drink ordering and virtual guestbooks, to elevate your event experience.





READY TO START YOUR JOURNEY?

**Contact us today for a consultation, and let's
begin creating your perfect event!**

www.eventperfekt.com

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THANK YOU
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