



Party Planning Package

Whether it's a Sweet 16, Birthday, Anniversary, Bar or Bat Mitzvah, we are here to help. Each of these milestones deserve a Fabuluxe Celebration.

In this package you will receive the following:

- **Venue** – Help with venue selection (if needed)
- **Provide** to client Fabuluxe Events preferred vendor list based on type of celebration.
- **Vendors** – Recommendations and attendance at meetings for design, photo, video, invitations, favors, hair and makeup, entertainment and more
- **Financial**– Help with budget creation, allocation and vendor payment schedule
- **Unlimited** email and phone help during the planning process.
- **Monthly** - meet via phone/facetime or in person to update on the process and answer any questions
- **Final consultation** will be the week of the event to finalize and review the details of your celebration. At this time, you will need to provide Fabuluxe Events with any items that must be set up on the day of celebration.
- **Confirm** details with all vendors prior to the celebration
- **Create** a custom timeline for your weekend events.
- **Send** the timeline and itinerary to all vendors.
- **Provide** coordination and management of the celebration and weekend events.
- **Collect** and deliver all gifts, treasures and keepsakes at the end of the night.
- **RSVP** management

Please note that our business hours are Monday – Friday from 10am – 6pm. Saturdays are by appointment only and Sundays we are closed.

www.fabuluxeevents.com 561-254-2041 jennifer@fabuluxeevents.com