



Above & Beyond Event Services

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Day-Of Coordination Package 2011

Event Reception Package

- Pre-Event Site visit (1 hour)
- Pre-Event Consult & Breakdown (2 hours) – *Recommended one week prior to event to go over final details*
- Pre-Event Organization Worksheets (digital and/or physical copies)
- Day-Of Service (10 hours) – Overseeing of all day-of details including (but not limited to):
 - *Set up, preparation & basic décor of event venue*
 - *Liaise with vendors to ensure services are delivered as outlined in vendor agreements*
 - *Overseeing of all vendors & required payments/gratuities*
 - *Ensuring all deliveries arrive on time*
 - *Overseeing food service & wait staff*
 - *Overseeing reception program to ensure the event flows according to schedule*

A La Carte Options/Additions:

- Vendor Agreement & Contract Negotiation Services – Pre-event vendor agreement and contract negotiation advice to ensure your vendor contracts cover all of your needs
- Pre-Event Service – Pick up of items to be delivered to reception site (ie: Guestbook, Cardbox, Seating Chart, etc.)
- Post-Event Service – Card/Gift Storage, Next day event item drop-off/delivery as required
- Additional Day-Of hours

Each Day-Of Coordination Package includes 13 hours of service. Should you decide to forgo the site visit, the additional hour can be allocated to the Day-Of Service. Should you need less than the allocated hours, the remaining hours can be used for the A La Carte options – mileage additional.