



*Take your event to new heights*

## CORPORATE PLANNING

**CALGARY: 403-831-5867**

**EDMONTON: 780-296-5740**

[www.elevatedeventsco.ca](http://www.elevatedeventsco.ca)



# WE HELP

THROUGH THE ENTIRE PROCESS!

## *Incredible Service*

From the moment we connect, we will begin to assist you on venue details, timelines, catering, menus, and décor rentals. We aim to craft a careful plan forward that will ensure complete success! Our main goal is to build a genuine connection with you - well before the most important elements of your event fall into place!



## *Unlimited Correspondence*



We make ourselves available for unlimited meetings with one month remaining. A venue walkthrough can help in visualising plans clearly. We can assist you with planning all elements, including the most specific logistics for your event. We always create several backup plans to ensure perfection on your big day!

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# PACKAGES

(DETAILED DESCRIPTIONS ON THE FOLLOWING PAGES)

## DAY OF

INCLUDES:

THE BASICS

\$1500.00 PLUS TAX

## EXPERT

INCLUDES:

THE BASICS

SPECIAL TOUCHES

\$2500.00 PLUS TAX

## ELEVATED

INCLUDES:

THE BASICS

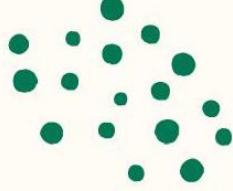
SPECIAL TOUCHES

EXTRA DETAILS

\$3500.00 PLUS TAX



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# DAY OF

(\$1500.00 PLUS TAX)

## BEFORE

- Unlimited emails
- Compile a day of schedule
- Develop detailed floor plan
- Tips for vendors & venue
- Create an event timeline
- Coordinate event logistics
- Plan for seating arrangements
- Complete a walk-through of sites

## DURING

- Ensure equipment is functioning
- Communicate with event staff
- Oversee catering is served on time
- Monitor and manage event flow
- Welcome and assist guests
- Monitor event timelines as needed
- Liaise with vendors and venue
- Assistance with emergencies

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# EXPERT

(\$2500.00 PLUS TAX)



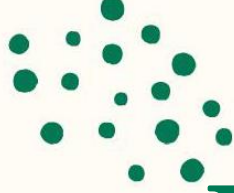
## BEFORE

- Define event objectives
- Plan event décor and branding
- Coordinate vendor details
- Unlimited emails
- Compile a day of schedule
- Develop detailed floor plan
- Plan for seating arrangements
- Complete walk-through of sites
- Unlimited consultations
- Venue and vendor selection
- Assistance with music
- Review all vendor contracts
- Execute a planning schedule
- Tips for vendors & venue
- Create an event timeline
- Coordinate event logistics

## DURING

- Coordinate full décor setup
- Coordinate check-ins
- Full clean-up of venue
- Ensure equipment is functioning
- Communicate with event staff
- Oversee catering is served timely
- Monitor and manage event flow
- Arrangement of venue space
- Coordinate event teardown
- Return of rentals if necessary
- Assistance with emergencies
- Welcome and assist guests
- Monitor all event timelines
- Liaise with vendors and venue





# ELEVATED

(\$3500.00 PLUS TAX)

## BEFORE

- Full budget management
- Payment management
- Communication plans
- Compile a day of schedule
- Develop detailed floor plan
- Tips for vendors & venue
- Create an event timeline
- Coordinate event logistics
- Plan for seating arrangements
- Complete walk-through of sites
- Full vendor / venue bookings
- Create design / vision boards
- Attend all vendor meetings
- Define event objectives
- Venue and vendor selection
- Plan event décor and branding
- Assistance with music
- Coordinate vendor details
- Review all vendor contracts
- Execute a planning schedule

## DURING

- Ensure equipment is functioning
- Communicate with event staff
- Oversee catering is served timely
- Monitor and manage event flow
- Welcome and assist guests
- Monitor all event timelines
- Liaise with vendors and venue
- Assistance with emergencies
- Coordinate full décor setup
- Arrangement of venue space
- Coordinate check-ins
- Coordinate event teardown
- Full clean-up of venue
- Return of rentals if necessary

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# EXCITING

(ITEMS BELOW ARE \$250.00 EACH)

## FUN THINGS

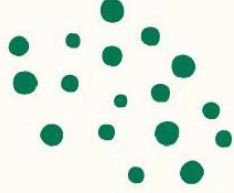
- 10 LED wash lights for your venue
- Digital photo booth for 2 hours
- Full candy or popcorn bar
- Provide projector and screen for slideshow
- Sound system with wireless mic for reception
- Provide emcee services for reception
- Outdoor games pack 1 (Giant Jenga, Connect 4 and Bean Bag Toss)
- Outdoor games pack 2 (Kerplunk, Beer Pong, Bocce Ball, Yahtzee)

## COOL TOUCHES

- 20 LED wash lights for your venue
- Digital photo booth for 4 hours
- DJ and dance floor lights for 4 hours
- Custom colour glass gobo with logo
- Set off sparklers for dance floor (5 shots)
- Cartoon caricature artist for 4 hours
- Provide table centre pieces
- Create professional picture slideshow



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# WE LEARN

ABOUT YOUR EXPECTATIONS!

## *Connecting With You*

Our main objective is to build a bond with you! Our process begins by getting to know your style, preferences, and budget. We create a plan for your event day and provide you with expert advice! From there, we construct a timeline that will intricately fit the needs of your unique event.

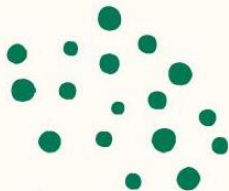


## *Meeting Your Needs*



Your requirements are important! Throughout the coordination process, our team will provide guidance and recommendations to help you make informed decisions. Our team values your individuality! Every event is an opportunity to go above and beyond to meet your wildest expectations!

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# WE CREATE

THE VISION OF YOUR DREAMS!

## *Making The Plan*

We can offer and suggest countless local venues that meet your needs! We make experienced recommendations for décor and layout! For over a decade, our team has connected with an elite list of reputable vendors! This network of industry professionals makes up our vendor list!

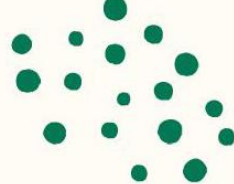


## *Keeping To Budget*



We help you become aware of any costs that arise! We are diligent in identifying hidden fees that arise such as service charges, taxes, or gratuities! We have some great ideas on how to save costs – and keep your wedding spending exactly to budget! We think it's important to keep tabs on creeping costs!

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# WE ARRANGE

THE SPECIFIC TIMELINE YOU DESIRE!

## *Vendors & Venues*

By choosing our company, you unlock a world of value and benefits. We bring expertise and creativity to the table, but we also have flourishing established relationships with the top vendors in the industry. This includes the very best commissioners, florists, caterers, photographers, videographers, and DJs!

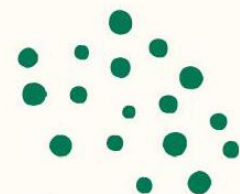


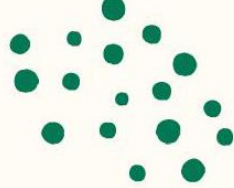
## *Details & Designs*



We work with you to completely design the look and feel of your wedding from start to finish! There are countless details to consider – let us help you through. We can advise you on options for great color schemes, center pieces, and floral arrangements! We stay truly mindful of your desires and go the extra mile!

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# WE CALIBRATE

SO, YOUR EVENT RUNS SMOOTH!

## *Communication*

We are always organized, punctual and respectful of your valuable time and opinions. Your vendors have requirements to adhere to! Our team always considers the needs of your vendors to ensure that everything runs to plan. Connecting with vendors is important – we are here to help in this tough process!

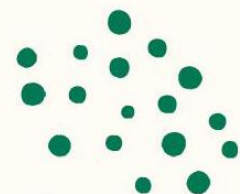


## *Coordination*



It is finally time to execute our comprehensive plan for your event! Trust in our skills and experience to keep your day fun, exciting, and stress free! We work to meet your vision and run our projected timeline. You can expect us to remain on-site all day! We set-up, take-down, and help with everything in between!

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# WE CELEBRATE

EVENTS ALL YEAR ROUND!

## *Holiday Bashes*

There is nothing like the fun of celebrating the holidays with your employees, bosses, and coworkers. We know how to bring the spirit out of your guests! With meticulous attention to detail and a touch of enchantment, our skilled team will orchestrate an unforgettable experience for everyone involved!

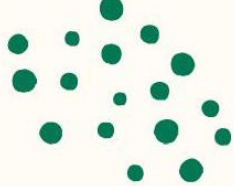


## *Stampede Parties*



Saddle up and get ready for an unforgettable summer celebration! For years in the heart of this city, we have been offering the thrill and excitement of our Stampede parties. We transform ordinary venues into lively western wonderlands, capturing the unique spirit of "The Greatest Show on Earth" like no other!

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# *Elevated Events. Co*

[info@elevatedeventSCO.ca](mailto:info@elevatedeventSCO.ca)

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