THE

EVENT ROOM

PLAN · RENT · DESIGN · CELEBRATE

Corporate ESSENTIALS PACKAGE

CORPORATE EVENTS & BUSINESS GATHERINGS

UP TO 40 PEOPLE



STARTING AT

$850

Professional Events. Seamlessly Executed.

Perfect for corporate events, meetings, trainings, client appreciation events, and business celebrations. Our Corporate Essentials Package provides thoughtful planning, creative design, and hands-on event support so you can focus on your goals while we handle the details.

WHAT'S INCLUDED

- 1 planning consultation (up to 1 hour)
- 3 planning meetings or check-ins
- Event goals and vision consultation
- Theme and branding alignment
- Digital inspiration board
- Event design concept
- Venue research and comparison assistance (up to 3 options)
- Décor and rental recommendations
- Vendor recommendations
- Detailed event layout and floor plan
- Event timeline
- On-site setup oversight
- Final pre-event planning meeting

ADD-ON SERVICES

Additional Planning Meeting — **$50**/each
For additional planning support beyond the meetings included in your package.

Vendor Management & Coordination — **$175** Up to 4 vendors
Communication with up to 4 client-selected vendors, confirmation of service details, delivery/arrival scheduling, and coordination of their responsibilities before the event.

Additional Vendor Coordination — **$50**/vendor
For each additional vendor beyond the initial four.

IMPORTANT INFORMATION

Rental Delivery & Setup
Rental items provided by The Event Room are not included and are subject to our established rental delivery and setup fees. Complex installations, balloon garland construction, furniture assembly, and post-event breakdown may require an additional quote.

Vendor Management
Access to our Preferred Vendor List and vendor recommendations is included. Active vendor management and coordination, including communicating with vendors, confirming service details, and coordinating arrival schedules, is available for an additional fee.

Event-Day Coordination
This package includes on-site setup oversight. This time is intended for reviewing event readiness, checking the setup against the event plan, and addressing last-minute planning details. It does not include full event-day management, continuous vendor supervision, or additional event staffing. Extended event-day coordination may be added for an additional fee.

Planning Meetings
The package includes one planning consultation (up to one hour) and up to three planning meetings or check-ins. Meetings may be conducted virtually, by phone, or in person when agreed upon and subject to scheduling availability.

LIFELONG MEMORIES START WITH US.

THEEVENTROOMHSV.COM

THE

EVENT ROOM

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Corporate SIGNATURE PACKAGE

CORPORATE EVENTS & BUSINESS GATHERINGS
FOR 40 – 80 PEOPLE



STARTING AT
$1,500

Professional Planning. Elevated Experiences.

The Corporate Signature Package is designed for businesses that want a seamless, polished, and memorable event. From strategic planning to flawless execution, we handle the details so you can focus on your goals and your guests.

WHAT'S INCLUDED

- 2 planning consultations (up to 1 hour each)
- 4 planning meetings or check-ins
- Theme and color palette development
- Digital inspiration board
- Personalized event design concept
- Venue research and comparison assistance (up to 3 options)
- Décor and rental recommendations
- Vendor recommendations
- Detailed event layout and floor plan
- Event timeline and proposal flow
- Comprehensive master event timeline
- Setup and breakdown included
- Final pre-event planning meeting



ADD-ON SERVICES

Additional Planning Meeting — $50/each
For additional planning support beyond the meetings included in your package.

Vendor Management & Coordination — $175 (Up to 4 vendors)
Communication with up to 4 client-selected vendors, confirmation of service details, delivery/arrival scheduling, and coordination of their responsibilites before the event.

Additional Vendor Coordination — $50/vendor
For each additional vendor beyond the initial four.

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Planning Consultations & Meetings
The package includes two planning consultations (up to one hour each) and up to four planning meetings or check-ins. Meetings may be conducted virtually, by phone, or in person when agreed upon and subject to scheduling availability.

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