THE

EVENT ROOM

PLAN • RENT • DESIGN • CELEBRATE

Intimate GATHERING PACKAGE

SMALL SOCIAL & MILESTONE CELEBRATIONS
UP TO 30 GUESTS



STARTING AT
$450

Intimate Celebrations. Unforgettable Memories.

Perfect for intimate birthday parties, baby showers, bridal showers, graduations, retirement celebrations, anniversaries, and other meaningful milestones. With our Intimate Gathering Package, I'll be your creative thought partner, providing personalized planning ideas, inspiration, and professional guidance to help bring your vision to life.

WHAT'S INCLUDED

- Initial planning consultation (up to 1 hour)
- Theme and color palette development
- Digital inspiration board
- Venue and event layout recommendations
- Décor and rental recommendations
- Access to The Event Room's Preferred Vendor List
- Budget planning worksheet
- Up to 3 planning meetings or check-ins
- Basic event-day timeline

ADD-ON SERVICES

On-Site Setup of Client-Owned Items — $125 (Up to 2 hours)
Arranging decorations, table settings, centerpieces, party favors, and other event items purchased and provided by the client.

Additional On-Site Setup Time — $50/hr
For more extensive decorating or setup needs beyond the initial two hours, subject to availability.

Vendor Management & Coordination — $175 (Up to 3 vendors)
Communication with up to 3 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 three.

IMPORTANT INFORMATION

ON-SITE SETUP
On-site setup applies to decorations and event items purchased and provided by the client. Setup assistance is available for $125 for up to two hours. Additional setup time is available for $50 per hour, subject to availability.

RENTAL DELIVERY & SETUP
Setup of rental items provided by The Event Room is not included and is 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 is a planning guidance package and does not include on-site event management or event-day coordination. These services may be added for an additional fee.

PLANNING MEETINGS
The package includes an initial consultation of up to one hour and up to three additional planning meetings or check-ins. Meetings may be conducted virtually or by phone, based on scheduling availability.

LIFELONG MEMORIES START WITH US.

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THE EVENT ROOM

PLAN · RENT · DESIGN · CELEBRATE

Signature CELEBRATION PACKAGE

SOCIAL & MILESTONE CELEBRATIONS
31 – 75 GUESTS



STARTING AT
$850

Thoughtful Planning. Beautiful Celebrations.

Perfect for birthdays, baby showers, bridal showers, graduations, retirement parties, anniversaries, and other milestone events. With our Signature Celebration Package, I'll be your creative planning partner, helping you design a cohesive and memorable event. From concept to coordination, you'll receive detailed planning support, vendor recommendations, and professional guidance to bring your vision to life.

WHAT'S INCLUDED

- 2 planning consultations (up to 1 hour each)
- Theme and color palette development
- Digital inspiration board
- Customized event design concept
- Venue comparison assistance (up to 3 options)
- Event layout and décor recommendations
- Budget planning worksheet
- Access to The Event Room's Preferred Vendor List
- Vendor recommendations
- 3–4 planning meetings or check-ins
- Detailed event timeline
- Event program and activity timeline

ADD-ON SERVICES

On-Site Setup of Client-Owned Items
Arranging decorations, table settings, centerpieces, party favors, and other event items purchased and provided by the client.
$125 — Up to 2 hours

Additional On-Site Setup Time
For more extensive decorating or setup needs beyond the initial two hours, subject to availability.
$50/hr

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

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

IMPORTANT INFORMATION

ON-SITE SETUP
On-site setup applies to decorations and event items purchased and provided by the client. Setup assistance is available for $125 for up to two hours. Additional setup time is available for $50 per hour, subject to availability.

RENTAL DELIVERY & SETUP
Setup of rental items provided by The Event Room is not included and is 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 is a planning guidance package and does not include on-site event management or event-day coordination. These services may be added for an additional fee.

PLANNING MEETINGS
The package includes two planning consultations (up to one hour each) and 3–4 additional planning meetings or check-ins. Meetings may be conducted virtually or by phone, based on scheduling availability.

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EVENT ROOM

PLAN · RENT · DESIGN · CELEBRATE

Grand CELEBRATION

PACKAGE



LARGE SOCIAL & MILESTONE CELEBRATIONS
76 – 150 GUESTS

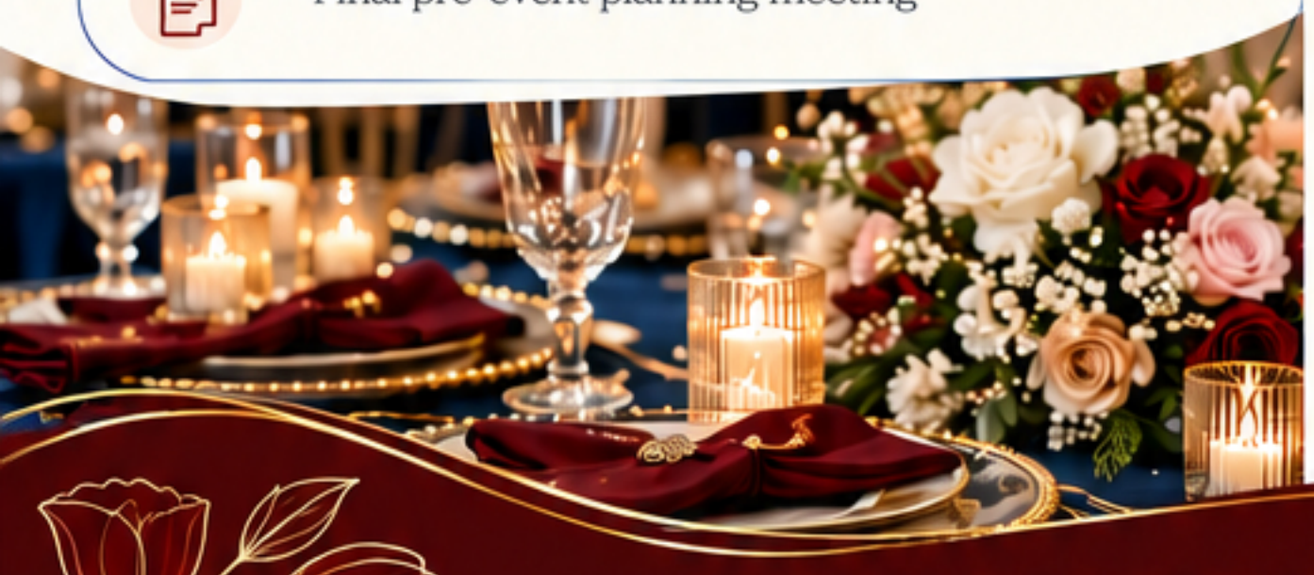
STARTING AT
$1,400

Grand Celebrations. Extraordinary Memories.

Perfect for milestone birthdays, quinceañeras, Sweet 16 parties, graduations, retirement celebrations, anniversaries, baby showers, bridal showers, and other large gatherings. Our Grand Celebration Package provides comprehensive planning, creative design, and hands-on event support to help bring your vision to life. From developing your event concept to organizing guest experiences and preparing for the big day, we'll help manage the details so you can focus on making memories with the people who matter most.

WHAT'S INCLUDED

- 2 planning consultations (up to 1 hour each)
- Up to 5 planning meetings or check-ins
- Theme and color palette development
- Digital inspiration board
- Comprehensive event design concept
- Venue research and comparison assistance (up to 3 options)
- Detailed event layout and floor plan
- Décor and rental recommendations
- Access to The Event Room's Preferred Vendor List
- Vendor quote comparison assistance (up to 4 vendors)
- Budget planning and tracking spreadsheet
- Guest seating and activity zone planning
- Event program and activity timeline
- Comprehensive master event timeline
- Setup and breakdown included
- On-site setup oversight
- Final pre-event planning meeting



ADD-ON SERVICES

Additional On-Site Setup Time — $50/hr
For more extensive decorating or setup needs beyond the services included in your package, subject to availability.

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

Planning Scope & Additional Services
The package covers planning and design services for one event at one primary location. Venue fees, catering, entertainment, photography, florals, rentals, custom products, additional staffing, and other third-party expenses are not included unless specifically stated in the client's proposal.

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Ultimate CELEBRATION PACKAGE

EXTRA LARGE SOCIAL & MILESTONE CELEBRATIONS
151 – 250 GUESTS



STARTING AT
$2,200

Bigger Celebrations. Unforgettable Experiences.

Perfect for large milestone birthdays, quinceañeras, Sweet 16 parties, graduations, retirement celebrations, anniversaries, baby showers, bridal showers, and other extraordinary gatherings. Our Ultimate Celebration Package offers comprehensive planning, creative design, and hands-on event support to bring your vision to life. From concept to execution, we'll manage the details so you can enjoy a seamless, stress-free celebration with the people who matter most.

WHAT'S INCLUDED

- 2 planning consultations (up to 1 hour each)
- Up to 6 planning meetings or check-ins
- Theme and color palette development
- Digital inspiration board
- Comprehensive event design concept
- Venue research and comparison assistance (up to 3 options)
- Detailed event layout and floor plan
- Décor and rental recommendations
- Access to The Event Room's Preferred Vendor List
- Vendor quote comparison assistance (up to 4 vendors)
- Budget planning and tracking spreadsheet
- Guest seating and activity zone planning
- Event program and activity timeline
- Comprehensive master event timeline
- Setup and breakdown included
- On-site setup oversight
- Final pre-event planning meeting



ADD-ON SERVICES

Additional On-Site Setup Time — $50/hr
For more extensive decorating or setup needs beyond the services included in your package, subject to availability.

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
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IMPORTANT INFORMATION

Rental Delivery & Setup
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