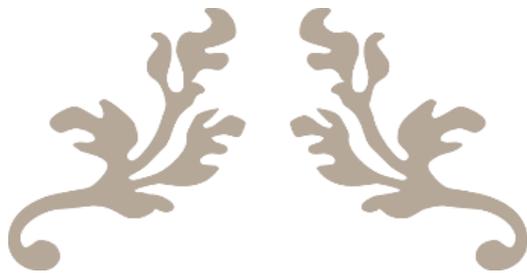


*Di  
Marzio*  
EXPERIENCE



CORPORATE SERVICES





- ◆ *Full Design, Planning & Coordination:* Di Marzio Experience leaves no details unconsidered when it comes to your corporate party. Whether you are planning your annual Christmas party, or an important fundraiser, Di Marzio Experience offers you the most creative and innovative parties for all your corporate affairs. Sit back and enjoy the full Experience, while we take care of planning and coordinating your entire event from A-Z.
- ◆ *Day-of Coordination:* If you have all your plans in place but need someone there on the day of to oversee every single detail, this service offers just that. We will set up a meeting one week prior to the event to discuss all the elements and the timeline of the event. There will be a coordinator on-site for 8 hours, during the event, to keep everything running smoothly.
- ◆ *À La Carte Services:* We offer several custom services that you can simply add to your package or create your own package by selecting the services of your choice.



### **Package 1: Full Design, Planning & Coordination**

*(Starting at 2000\$)*

This is the ultimate package for any business that understands the overwhelming, stressful details involved in budgeting, designing, planning and coordinating a corporate party. It is a stressful process, but that doesn't mean you need to compromise on any details you want. This package works for those who have numerous ideas as to what they would like, or on the contrary, for those who have no direction at all. This package is ideal for the very busy corporate world who do not have time to plan and coordinate their event.

All proposals are individually customized based on your needs and we take into consideration each element such as your preferred venue, number of guests, and of course, your budget, to formulate a tailored plan.

#### **Design & Planning**

- ◆ Initial consultation meeting
- ◆ Event design
- ◆ Budget planner
- ◆ Venue proposal
- ◆ Vendor recommendations
- ◆ Vendor communication
- ◆ Creation of timeline and event logistics
- ◆ Coordination of vendors for the event
- ◆ Confirm with vendors two weeks prior to the event

#### **Coordination**

- ◆ Oversee the setup of the location
- ◆ Coordinate with vendors
- ◆ Greet guests and offer any necessary directions or instructions
- ◆ Coordinate and ensure the execution of the event timeline
- ◆ Arrange gift favours to be handed out to guests
- ◆ Handle any last-minute emergencies



### Package 2: Day-of Coordination

(1000\$)

#### Planning

- ◆ Consultation meeting
- ◆ Confirm with vendors one week prior to the event
- ◆ Creation of timeline and event logistics

#### Coordination

- ◆ Oversee the setup of the location
- ◆ Coordinate with vendors
- ◆ Greet guests and offer any necessary directions or instructions
- ◆ Coordinate and ensure the execution of the event timeline
- ◆ Arrange gift favours to be handed out to guests
- ◆ Handle any last-minute emergencies



### À La Carte Services

- ◆ Hourly in person consultations
- ◆ Event design consultation
- ◆ Hotel arrangements (i.e. out of town guests)
- ◆ Booking and visiting of venues
- ◆ Assistance with seating layouts
- ◆ Assembly of guest favours
- ◆ Attend vendor meetings
- ◆ Beauty services by Cassee Makeup Artistry
- ◆ Development and management of event budget
- ◆ Development and management of guestlist
- ◆ Integration and coordination of a non-profit organization