

# *Exclusive Events*

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## **Full Planning Services**

### **Preparation**

- Initial consultation
- Open communication
- Budget management
- Access to detailed checklist to ensure everything is on track
- Access to preferred vendor list per set budget
- Custom Décor Design
- Registration management
- Timeline Creation
- Vendor confirmation
- Venue meeting
- Ensure all items are prepared for event including necessary documents, décor, etc

### **Rehearsal/Pre event meeting**

- Work with wedding officiator to choreograph wedding ceremony, processional and recessional if needed (wedding only)
- Develop & distribute itinerary

### **Day of Event**

- Manage vendors & participants per your instructions
- Oversee vendor set up including décor, flowers, registrations, catering, etc
- Tear down of specific items at end of night (optional)
- Provide Bridal Emergency Kit (wedding only)
- Facilitate the wedding ceremony
  - Check for any items necessary to properly conduct the ceremony
  - Oversee ushers & guest book attendants
- Properly line up processional & cue musicians
- Coordinate entertainment and all announcements/events
- Ensure payment of vendor tips & balances is completed
- Be prepared to meet any emergency situation that may arise

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**Exclusive Events will become your extra set of hands, eyes, ears, and voice for any event.**

Note: Exclusive Events does not include décor or supplies in the cost. These are to be covered by the client as needed. Vendors will also be paid directly by the client and not through Exclusive Events (reimbursement for example).

Budget is important, and Exclusive Events ensures budgets will be set and followed. Also, we do travel statewide, however not every meeting can be held on site. Exclusive Events uses Google Hangout or Skype for meetings when necessary.