



DIAMOND PACKAGE

Full Service Event Design and Planning Services

Percy Sales Events' Diamond Package, our full service event design and planning services, includes every aspect from innovative design to flawless execution. Percy Sales Events will plan your wedding or event from beginning to end, easing the stress of daily life and doing all the event leg work for you so that you can enjoy this exciting time. All you have to do is make the choices. We will manage every aspect of your wedding or event, making sure that your vision becomes a reality with the best team of vendors. We will take care of all the details making the planning process an enjoyable experience for you!

Includes (includes Percy Sales Events' Standard Event Services):

- ❖ Unlimited staff hours on the planning and design of your wedding or event by the Percy Sales Events team
- ❖ Up to 10 face-to-face planning sessions to discuss the design, production and coordination of your event with Percy Sales
- ❖ Unlimited email support and phone consultations with Percy Sales
- ❖ Unlimited access to our wide array of vendors contacts
- ❖ Ancillary events design, planning and management (rehearsal dinner, after wedding brunch, etc)
- ❖ Assembling the best team of vendors to execute your wedding or event vision within your pre-determined budget
- ❖ Full day event coverage on wedding or event day (approximately 17 hours)
- ❖ Coverage of ceremony rehearsal and rehearsal dinner, and any ancillary events pre-determined between Percy Sales Events and the client
- ❖ Oversee and negotiate all contracts on your behalf

- ❖ Schedule and attend all vendor meetings including food tastings, floral design, and cake tasting with you
- ❖ Assistance in locating the perfect event venue
- ❖ Complete wedding or event design including custom inspiration boards, customized renderings of your event, and a visual color board of the details of your wedding or event
- ❖ Unlimited referrals for additional services you may require for your wedding or event
- ❖ Designing of the flow and layout of your wedding or event
- ❖ Up to two walkthroughs of your wedding or event venue
- ❖ Management of your wedding or event budget and creation of detailed budget
- ❖ Guest lodging arrangements