

When choosing your event planner, one of the most important things to remember is that you feel comfortable. You will spend much time with them and entrust them with important days of your life. We want to get to know you, your personality, and your style to make your event one of a kind.

No matter the type of event, it is a day you want all your guests to feel comfortable, enjoy and have fun. We can help you to achieve that goal.

We can be involved in any part of your special day. Here is our complete event package. Please feel free to pick and choose different services that fit your needs. We will assist you in any part of your event and certainly be honored to become a part of your memories. Call to schedule your personalized appointment.

The Flawless Event Package

GETTING STARTED

- Complimentary initial consultation
- Checklist
- Assistance picking out all attire
- Custom design of your save the date and invitations including maps, envelopes and RSVP cards
- Set up any necessary pictures before and during event with one of our photographers

VENUE

- Picking out the right location
- Design and/or helping you choose favors
- Arrange all partner appointments
- Contract and pricing negotiation of all partners
- Menu tasting with caterer and assistance with menu selection and details
- Design and set up the floor plan of venue
- Complimentary table décor prototype of floral arrangement with Vickie Lea Designs
- Assistance with all transportation needs and arrangements
- Reserve hotel rooms for any out of town guests at negotiated rates

THE WEEK BEFORE

- Assistance and delivery with welcome gift baskets for any guests
- Detailed appointment prior to the event
- Confirm any partner vendors
- Event day coordination including meeting materials, etc.
- Assistance with next day breakfast or brunch location ideas

BEFORE THE EVENT

- Set up every aspect of your event
- Ensure proper placement of decorations (i.e. place cards, guest book, photographs, tables, chairs, decorations, etc.)
- Receive all deliveries and supervise all partners as they set up
- Make sure all partner vendors have correct and most updated information including musicians, flowers, photographer, cake, sound systems, etc.
- Essential event day emergency kit ~ we will have everything and anything you need on your event day
- Assistant planner for larger venues
- We pay all invoices (you don't have to pay all partner vendors separately)

DURING EVENT

- Relax and have fun - We have everything covered
- Make certain guests with special needs of any kind receive care and assistance
- Greet your guests and direct them to the correct area at appropriate times including speakers
- Run any necessary errands, additional orders, etc. to ensure evening runs smoothly

AFTER EVENT

- Tear down all materials
- Make sure partner vendors receive any rentals

Call 402.915.3534 Today for Your Customized Pricing

We can assist in any aspect of your event from designing your guest book to the venue to clean up. Just ask... We want to make it easy on you! It's Your Day... Let's make it a fantasy moment in time and a remarkable memory for life.

Visit us at LimeLightExpressions.com

Become a friend on our new Facebook page!

*Please note that partner costs vary according to the size of your event. This package does not include the material pricing (i.e. food, reception facility, flowers, invitations, party favors, etc). It does include custom design work of certain items (see above). Partner proposals will be outlined in detail prior to booking so we stay within your budget.

