



COMPLETE CORPORATE EVENT PLANNING

EYE's corporate planning package possess all the coordination needed to have an unforgettable event of any size or scope while with respect to your budget. We allow your team to focus on having fun while we take the responsibility of professionally planning and executing your event. EYE's event planners will ensure your ideas are executed into a remarkable corporate function that will amaze your guests.

Planning a corporate event such as a gala, grand opening, employee appreciation or holiday celebration requires a large amount of time, patience and expertise. While EYE can plan and execute any element of your event, we take a very tailored approach to planning, so we understand the intention and desired experience and review every item needed to execute, execute execute! We then understand where you will need assistance to allocate the right resources and provide the best fee. Our goal is to provide the best services with respect to your budget.

- Present venue options for your approval and conduct visits.
- Negotiate food and beverage fees and review and approve contracts to execute.
- Present recommendations to you for entertainment, production, invitations, photography, videography, décor, flowers, favors, place cards and transportation.
- Assume the role of the lead person for each committee chairperson and have consistent communication with them to know the status of their area such as live auction, sponsors, tickets sales, etc. Attend meetings with committee as needed.
- Assist with Media/VIP check-ins.
- Obtain any necessary permits.
- Manage all event-related communication with hall/venue management.
- Create a shared worksheet for us to retain important contacts, ideas, guest list, etc.
- Assist with creating an overall budget.
- Negotiate fees to get as low as possible so you can make the maximum profit for the event when applicable.

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