

APRIL, 2022

*Day Of Special Event
Co-Ordinator Services*
NICOLE'S GIFT CREATIONS





GREETINGS!

We are Nicole's Gift Creations, a New York City based multi-faceted event company specializing in event decorating and Day of Co-ordinator Assistant services.



ABOUT OUR DAY OF SPECIAL EVENTS CO-ORDINATOR SERVICES

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What Is a Day-of Event Coordinator?

"A day-of event coordinator is a person responsible for making sure that on the day of your special event, everything is executed perfectly. Their roles include overseeing vendors, managing the timeline, and overcoming any last-minute challenges that arise during the festivities.

Our Day of Co-ordinator services provides much needed peace of mind to you, our client, as the pressure is on you to have a successful event. Whether it's a wedding, a party or that special conference/business launch event - we are there to provide help so that you can focus on being the best most attentive host without distractions.



DAY OF SPECIAL EVENT CO-ORDINATOR SERVICES

We will work with you one on one to determine which of our packages are best suitable for your needs.



Grand VIP Package

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- Assistance with finalizing venue, decor and vendors
- Assistance with prepping and sending out save the dates, invitations and thank you cards
- Create timeline and guide to help keep deadlines and important dates on track with upkeep
- Assistance in arranging the fittings, hotel booking and transportations for the team
- Assistance with organizing schedule
- Assistance with the seating chart at the venue
- Assist with setup and favors (*conditional)

Assistance on the day of event from the start of the day until the end includes:

- *Maintain all vendor paperwork/contracts; have copies on-site
- *Ensure all vendors are aware of timeline and on the same page
 - *Organize, collect and distribute final payments
 - *Ensure hair & makeup are situated/equipped
- *Accept day-of deliveries & ensure all items are packed for various destinations
 - *Deliver all last-minute décor to venue
 - *Check-in on team; deliver breakfast/lunch
 - *Manage all transportation shuttles of guests
- *Ensure all people are in the correct locations for transport/photos
 - *Manage vendors & be main point of contact

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Follow us on Social Media:
Facebook: Nicoles Gift Creations / Instagram: @Ngcreationz / TikTok: @Nicole's Gift Creations

Thank you for considering Nicole's Gift Creations! If you are interested in moving forward, please let us know and we will set up a time to discuss your needs.

Nicole Chancy
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Nicole's Gift Creations

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