



Summary of Services

Specializing in event design and logistics and small product design

EVENT PLANNING + COORDINATION

- **Month of Coordination**
 - Vendor and event management 60 days out
 - Detailed itinerary
 - Logistics review
- **Partial Planning & Month of Coordination**
 - Guidance 6-9 months out from event
 - Vendor research (limit 3)
 - Budget advising
- **Full Planning & Month of Coordination**
 - Guidance 10-12 months out
 - Budget tracking tool and resources
 - Custom design concepts
 - Vendor and decor sourcing

Quote determined after consultation

DESIGN

First consultation **COMPLIMENTARY**
30-45 MINS.

First draft (Digital mock-up) **Starting**
at \$50

Revisions* **\$25/request**

Production/assembly **\$30/hr**
+cost of supplies

Sample projects: Invitation, Signage, Program, Menu, Labels, Mood Board, Floorplan without coordination

*If revision requests are more than 40% of the existing work (at discretion of designer), it will result in being charged for a brand new design project.

CONSULTING ONLY

First consultation **Free 30 mins.**

Follow-up session **\$50/hr**

Contact us at Celebrate@LilikoiLaneHawaii.com

Event Coordination & Planning

by LILIKOI LANE EVENTS + DESIGN

EVENT COORDINATION

Handoff your plans and vision at least 60-90 days from event

- Available for questions, advice or sounding board by text, video call or email
- Creates detailed floor plan and day of event inventory checklist
- Reviews contracts, agreements, and payment schedule
- Puts together and refines day of event timeline for client and vendors
- Sets up personal items and help guests navigate through event
- Finalizes logistics with vendors and orchestrates vendor setup
- Assists with breakdown

STARTING AT **\$3,000**

PARTIAL PLANNING

Guidance starting at least 6-9 months from event

- Additional vendor research and selection guidance (limit 3)
- Monthly check-ins until closer to date
- Budget assistance and prioritization
- Layout and design consultation
- Access to simplified templates to organize event plans
- Includes month of coordination

STARTING AT **\$6,250**

FULL PLANNING

Guidance 10-12 months out from event

- Budget tracking tool and access to professional long-term financial planning resources
- Exclusive event planning tools and templates
- Designated event design consultant
- Custom-tailored design concept and event details
- Vendor and decor sourcing
- Guidance in vendor and venue selection
- Includes month of coordination

STARTING AT **\$9,500**

Formal quotes are determined after a virtual consultation meeting. Hawaii sales tax will apply.

Event size, type, location(s), level of detail, and setup needs are taken into consideration.

WEBSITE: www.LilikoiLaneHawaii.com | **EMAIL:** Celebrate@LilikoiLaneHawaii.com