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|  |  | * Venue Consultation + Referrals * Attend Site Visits With Client * Negotiation + Review Of All Contracts * Facilitating all aspects of menu including beverage service specifics * Management of event timeline, floor plan, guest counts, etc... * Coordinate all rentals, linens, special decor, deliveries and setup * Manages all vendors throughout the day * Onsite management of event from start to finish * Closure of entire event, providing paperwork, receipts and documentation for client   \*All services are available a la carte |
| Corporate  EVENT PLANNING **CONTACT** WEBSITE:  kerrevents.ca  EMAIL:  theresa@kerrevents.ca |  |