|  |  |  |
| --- | --- | --- |
|  |  | * 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 |
| CorporateEVENT PLANNING**CONTACT**WEBSITE:kerrevents.caEMAIL:theresa@kerrevents.ca |  |