



Company Overview

Unique Occasions byTNicole is a quality and integrative private events management and planning company located in Atlanta, Georgia. We service clients nationwide, specializing in providing all events services and resources needed to plan or assist with any social or corporate events, celebrations, retreats and personal engagements for clientele. We strive to ensure that your occasion or event is memorable!

Our Services

- Event Planning & Management
- Event Planning Coaching/Consultation
- Venue Booking
- Event Design/Decorations Services
- Catering or Entertainment Arrangements
- Day Coordination Services



Full Planning Service

Service Cost:

- 30% of Total Event Cost/Budget plus the planning retainer fee based on event size

Planning Retainer Fees:

- Example: Event Cost/Budget of \$1000 x 30% = 300 + \$500 = \$800

Event Size:

- \$500 for Under 50 guests or less
- \$750 for 50+ guests to 75
- \$1000 for 75+ guests to 150
- \$1250 for 150+ guests to 250
- \$2000 for 250+ guests 500
- \$4000 for 500+ guests

- Based on contracted events services

(20-60 monthly planning & set up hours, includes consultations, site visits, tastings, managing vendor booking and contracts)

Planning Period: 1 year to 6 months prior to event date

- Additional Cost Applied: *Amount depends on Venue Cost, Vendors, & Décor Budget and other service needs upon client's request, subject to negotiation within range)

Planning your event from start to finish, includes all the following:

- Planning Consultation (phone and face to face meetings)
- Planning Schedule
- Event Management (logistic, managed vendors & contracts)
- Venue booking arrangements
- Save The Dates & Invitations
- RSVPs & Guest List Management
- Event Decor/Design Concepts
- Vendor list & Coordination
 - (Florist/Event Design, Catering Services, Photographer/Videographer, Entertainment, Transportation, Hotel Accommodations for special group rates)
- Day of Coordination (On site vendor service management, logistics & managing day of activities)

Partial Planning Service

Planning Retainer Fee Minimum:

Starts at \$500 up to 15% to 30% of Total Event Cost/Budget

Planning Retainer Fees:

- Example: Event Cost/Budget of \$1000 x 30% = 300 + \$500 = \$800

Event Size:

- \$500 for Under 50 guests or less
- \$750 for 50+ guests to 75
- \$1000 for 75+ guests to 150
- \$1250 for 150+ guests to 250
- \$2000 for 250+ guests 500
- \$4000 for 500+ guests

- Based on contracted events services

(20-60 planning monthly & set up hours, includes consultations, site visits, tastings, managing vendor booking and contracts)

Planning Period: 3- 6 months prior to event date

- **Additional Cost Applied: Amount depends on Venue Cost, Vendors, & Décor Budget and other service needs upon client's request, subject to negotiation within range)**

Assisting with the event planning process, includes all the following:

- Planning Consultation (Budgeting, Contract & Planning Schedule)
- Venue Booking arrangements
- Vendor List & Coordination Services
 - (Florist/Event Design, Catering Services, Photographer/Videographer, Entertainment, and other services upon request)
- Day of Coordination (On site vendor service management, logistics & managing day of activities)

Event Design/Decor Planning Service

Designing Retainer Planning Fee Minimum:

Starts at \$500 up to 15% to 30% of Total Event Cost/Budget

Event Size:

- \$500 for Under 50 guests or less
- \$750 for 50+ guests to 75
- \$1000 for 75+ guests to 150
- \$1250 for 150+ guests to 250
- \$2000 for 250+ guests 500
- \$4000 for 500+ guests

Based on contracted events services

(20-60 planning & set up hours, includes consultations, site visits, tastings, managing vendor booking and contracts)

- **Additional Cost Applied: Amount depends on Décor Budget and other service needs upon client's request, subject to negotiation within range)**

Assisting with the event design/decór planning process from start to finish, includes all the following:

- Planning Consultation (Budgeting, Contract & Décor Planning Schedule)
- Décor Vendor Coordination Services
- (Florist/Event Design team, Linens, Drapery, Up Lights & all Décor Materials)
- Reception Décor: Centerpieces, Party Favors & Table Décor
- Day of Décor Set Up & Break Downs



Event Management or Day-of- Coordination Services

Service Fee Minimum: There is a 4-hour minimum required for all Day of Coordination services, and \$75 for any additional hours needed. Details regarding service fees and hour based on event size is below.

Assisting with your event logistics and timeline, includes all the following:

- *Day of Coordination (event set up, break down, logistics & managing day of activities)
- *Event Hosting (providing assisting with managing party flow and includes event servers if needed)
- *On Site Vendor Management

Event Size:

- \$250 for 30 guests or less (4 hour included)
- \$500 for 30+ guests to 50 (4 hours included)
- \$750 for 50+ guests to 75 (4 hours included)
- \$1000 for 75+ guests to 250 (6 hours included)
- \$1500 for 150+ guests to 250 (6 hours included)
- \$2000 with 250+ guests 500 (8 hours included)
- \$2500 for 500+ guests (8 hours included)

A La Carte Services

Separate Services are available upon request

- Cost Varies depending event service



For more information or questions, please contact us at tnwebb@uniqueoccasionsbytnicole.com and feel free to review website www.uniqueoccasionsbytnicole.com.