



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

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

(20-60 monthly planning hours, includes consultations, site visits, tastings, managing vendor booking, contracts negotiation, on-site event day management and event staff)

- **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 Wedding Day from start to finish, includes all the following:

- Planning Consultation Meetings (Budgeting, Contract & Planning Schedule)
- Event Management (logistic, managed vendors & contracts)
- Venue booking arrangement
- Save The Dates & Invitations
- RSVPs & Guest List Management
- Wedding Decor/Design Concepts
- Vendor list & Coordination Service
 - (Florist/Event Design, Catering, Cake Designer, Photographer/Videographer, Entertainment, Transportation, Hotel Booking, Honeymoon Arrangements)
- Wedding Rehearsal Planning (Rehearsal Dinner)
- Day of Coordination (Wedding Party Logistics, Ceremony & Reception)

Partial 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

Planning Period: 6 months to 3 months prior to wedding date

(20-60 monthly planning hours, includes consultations, site visits, tastings, managing vendor booking, contract negotiation, on-site event day management and event staff)

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 wedding planning process, includes all the following:

- Planning Consultation (Budgeting, Contract & Planning Schedule)
- Venue Booking arrangements
- Vendor List & Coordination Service
 - (Florist/Event Design, Catering, Cake Designer, Photographer/Videographer, Entertainment, Transportation, Hotel Booking, Honeymoon Arrangements)
- Wedding Rehearsal Planning (Rehearsal Dinner)
- Day of Coordination (Wedding Party Logistics, Ceremony & Reception)

Event Design/Decor Planning Service

Designing Retainer Planning Fee:

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**

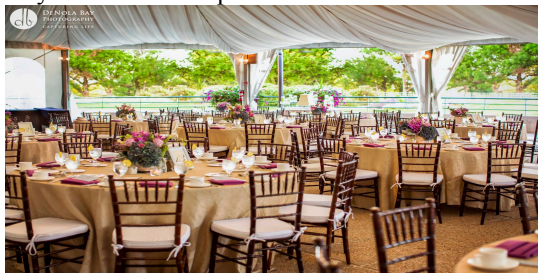
Planning Period: 1 year to 6 months prior to wedding date

(20-60 monthly planning hours, includes design consultations, site visits, managing vendor booking, contract negotiation, on-site event day management and event staff)

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

Assisting with the wedding 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)
- Ceremony Décor: Arch, Columns, Runner, Candles, flowers...etc.
- Reception Décor: Centerpieces, Party Favors & Table Décor
- Floral Arrangements: bouquet, boutonnieres, corsages, & & another requested floral
- Day of Décor Set Up & Break Downs



Wedding Day of Coordination Services

Service Fee Cost: There is a 4-hour minimum required for all Day of Coordination services, and additional details regarding service fees based on event size is below.

Event Size:

- \$500 for 50 guests or less
- \$750 for 50+ guests to 75
- \$1000 for 75+ guests to 250
- \$1500 for 150+ guests to 250
- \$2000 with 250+ guests 500
- \$2500 for 500+ guests
- **Ceremony Coordination Only:**
Flat Rate: \$250 includes 4hrs with Wedding Coordinator & Assistant
 - \$75 per additional hour
 - **Note: Average Hours Range: (from 8hrs to 10hrs for Wedding Day Coordination)**

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

- Wedding Rehearsal Management
- Rehearsal Dinner Coordination (if applicable)
- Day of Coordination (Wedding Party Logistics, Ceremony & Reception)
- Event Assistant(s) (Varies based Event Size)
- On Site Vendor Management

Special Lady in Waiting Service Cost: Flat Rate at \$250 includes 4hrs

A personal assistant designates for Bride (only) to provide personal attention and assist with any pre-ceremony duties/errands prior to start of wedding.

A La Carte Services

Separate Services are available upon request

- **Cost Varies depending event services**

