

CLIENT WELCOME PACKET





Richelle Sierra, co-founder of Love, Evermore Events, brings nearly a decade of invaluable business experience to the company. With a background in the healthcare industry, she has successfully hosted events catering to numerous clients and managed large teams of employees, making leadership and event planning a natural fit for her skill set. Richelle has curated corporate events focused on employee appreciation and client care, as well as memorable gatherings for friends and families, including weddings and parties.

Nicole Holcomb, co-founder of Love Evermore Events, brings a unique blend of financial acumen and creative flair to the table, with over 18 years of prior banking experience. Her passion for providing exceptional service is evident in every aspect of her work, as she strives to exceed client expectations while staying within their budget. Transitioning from the banking world to event planning, Nicole leverages her financial and operational expertise to efficiently operate Love Evermore Events. Her commitment to excellence and meticulous attention to detail ensure flawless execution of each event, leaving a lasting impression on clients and guests alike. Outside of her professional endeavors, Nicole finds joy in spending quality time with her husband and children, cherishing the moments that matter most.

WELCOME



MEET YOUR TEAM



Richelle Sierra

Co-Founder of Love, Evermore Events

✉ loveevermoreevents@gmail.com

With nearly a decade of business experience, Richelle brings a blend of leadership and event planning expertise to Love, Evermore Events. Her commitment to crafting unforgettable experiences shines through, ensuring every occasion is memorable and seamlessly executed.

Nicole Holcomb

Co-Founder of Love, Evermore Events

✉ loveevermoreevents@gmail.com

Nicole is a seasoned event planner with a background in banking, seamlessly blending financial acumen with creative flair to curate unforgettable experiences at Love, Evermore Events.





SERVICES AND PRICING OFFERED

Love, Evermore Events

Love, Evermore Events offers three tailored packages to suit your event planning needs. Our Day-of Coordination Services ensure flawless execution on your special day, while our Partial Planning Services streamline the process with timeline creation, budget management, and vendor coordination. For comprehensive assistance from start to finish, our Full-Service Planning Services include venue selection, vendor coordination, and design execution. Trust Love, Evermore Events to make your event unforgettable.

Initial Consultation

The initial consultation is a time for us to meet with our customers and truly gain an understanding of their vision and displays our team's dedicated attention to understanding the client's needs, preferences, and vision for their event during the initial meeting. Additionally, this allows us to provide valuable insights and recommendations tailored to the client's specific requirements, laying the foundation for a successful partnership in planning their event.

01

Day-of Coordination Services:

Perfect for clients who have meticulously planned their event but desire expert support on the actual day.

Services include:

- **Day-of Coordination:** Our experienced team will oversee every aspect of your event to ensure flawless execution, allowing you to relax and enjoy your special day stress-free.
- **Vendor Coordination:** We'll touch base with all your chosen vendors a month before the event to confirm details and ensure everyone is on the same page, guaranteeing seamless collaboration on the day.
- **Rehearsal Coordination:** If a rehearsal is part of your event plan, we'll lead the session to ensure that all participants know their roles and that everything runs smoothly during the actual event

Price: \$1000

02

Partial Planning Services:

Designed for clients who have initiated their event planning journey but need targeted assistance to enhance efficiency

Includes “Day-Of Coordination” services, plus:

- **Timeline Creation:** We'll craft a detailed timeline outlining every aspect of your event, ensuring that all tasks are completed on time and that your event flows smoothly from start to finish.
- **Budget Management:** Our experts will assist you in creating and managing your event budget, providing guidance to optimize resources and minimize costs while still achieving your desired outcomes.
- **Design Board Creation:** We'll work with you to develop a visual representation of your event's design elements, including themes, color schemes, and décor ideas, to ensure a cohesive and visually stunning event.
- **Vendor Coordination:** We'll handle the sourcing and coordination of up to three vendors, leveraging our extensive network of trusted partners to secure top-quality services that align with your vision and budget.

Price: \$3,000

Full-Service Planning Services:

Tailored for clients seeking comprehensive assistance throughout their event planning journey, our Full-Service Planning package ensures every detail is meticulously taken care of from start to finish.

Includes “Day-Of Coordination & Partial Planning” services plus:

- **Venue Selection:** Let us guide you in selecting the perfect venue that aligns with your vision and requirements. We consider factors such as location, capacity, ambiance, and budget to ensure a memorable setting for your event.
- **Vendor Coordination:** From initial contact to contract negotiation, we'll handle all aspects of vendor coordination, ensuring seamless communication and collaboration among all parties involved in your event.
- **Design Creation and Execution:** Work closely with our experienced designers to bring your vision to life. From conceptualizing themes and décor elements to executing them flawlessly on the day of your event, we'll ensure every detail reflects your unique style and preferences.

Price: \$6,000



Customized Packages and Add-Ons:

Includes services such as destination planning, rehearsal dinner planning, honeymoon coordination, additional design elements, event promotion, invitation creation and ordering, and sourcing or creating customized event favors.

Fees for travel may apply dependent on wedding venue and location

Price: Varies, please contact for pricing



We look forward to working with you!

We're thrilled to embark on this journey with you and help bring your event vision to life. From meticulously planned weddings to memorable corporate gatherings, we're dedicated to exceeding your expectations and creating unforgettable experiences. With our attention to detail, creativity, and passion for excellence, you can trust that your event is in capable hands. Let's collaborate and make your dreams a reality together!

