

A.M.E.E.

EVENT PLANNING

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EVENT

PLANNING

A.M.E.E.

EVENT PLANNING

SOCIAL EVENTS
PRICING & SERVICES

WWW.AMEEEVENTS.COM

UPDATED FEB 2025

HELLO!

**Welcome to A.M.E.E. Event Planning
Your Premier Resource for Social Events**

Thank you for considering A.M.E.E. Event Planning. In this brochure, you will find detailed information about our social event services, as well as some of our most popular a la carte options designed to make your event truly unforgettable.

If this is your first time connecting with us, a warm welcome to A.M.E.E. Event Planning! I am excited to introduce you to the A.M.E.E. Experience, where we specialize in creating Amazing, Memorable, Eloquent, and Extraordinary events.

I am Desireé Thornton, the owner and lead Event Planner and Designer at A.M.E.E. Event Planning. It's my passion to craft exceptional events that reflect your unique vision and style.

After reviewing this brochure, if you're ready to move forward, please feel free to reach out to us via email at info@ameeevents.com to request an invoice.

If you'd like to discuss your event in further detail, we would be happy to schedule a consultation. Simply visit us online at <https://ameeevents.com/contact> to get started.

We look forward to helping you bring your event to life!



WHICH TYPE OF
SOCIAL EVENT ARE
YOU PLANNING?



Destination
Celebrations



Intimate Dinner Parties

Proposals &
Engagements



Launch Events &
Grand Openings

Children's Birthday
Celebrations



Adult's Birthday
Celebrations

Bridal Showers,
Bachelorette &
Bachelor Parties



Baby Showers

Corporate Events



FULL SERVICE PLANNING & DESIGN



KALIYAH'S SWEET 16

FULL SERVICE PLANNING & DESIGN

Our Full Service Planning & Design option is perfect for the person that just wants to sit back, relax, and arrive at their event in style without a single worry.

A.M.E.E. Events delivers creative and organized planning as well as design to handle every moment of your event from start to finish.

COMPLETE PLANNING & DESIGN INVESTMENT INCLUDES THE FOLLOWING, BUT IS NOT LIMITED TO:

- Individual Planning and Design Consultation
- Venue Selection Assistance
- Selection of an Event Theme
- Extensive Event Theme Research
- Planning & Design Brainstorming Sessions
- Planning of Event Activities & Event Flow
- Day of Event Décor Setup & Installation
- “Start to Finish” Day of Event Management
- Event Budgeting
- Vendor referrals and event day liaison
- Assistance with Selection of Bakery and Cake Design Ideas
- Online Invitation or traditional Mail-Out Preparation & Post Office Delivery
- Assistance with selection of a Caterer and Menu Preparation
- Unlimited Vendor Communication and Management (During Business Hours)
- Unlimited Client Phone Calls & Emails (During Business Hours)
- \$7500 Event Budget Minimum

**INVESTMENT: STARTING AT \$1500.00 + 15% OF DECOR BUDGET
PRICED AT EVENTS WITH BUDGETS UNDER \$15K AND UNDER 125 GUESTS**

*FEE IS BASED ON THE NUMBER OF GUESTS, THE SIZE OF VENUE AND THE SERVICES NEEDED.
FOR VENUE RENTALS THAT REQUIRE US TO CLEAN UP FOR DEPOSITS RETURNS, THERE IS AN
ADDITIONAL FEE OF \$75.00

FOR VENUE RENTALS THAT REQUIRE SET UP AND BREAKDOWN OF TABLES AND CHAIRS,
THERE IS AN ADDITIONAL FEE OF \$200.00

Note: This service fee is a “peace of mind” investment for A.M.E.E. Event Planning to relieve you of any stress or worries involved with planning and designing your event.

We handle everything from start to finish as it relates to your event.
This investment does not include the venue, cake, décor, catering etc.

A separate minimum budget of \$7.5k is expected to accommodate your event details and logistics.





DECOR & DESIGN ONLY



RASHEEN & PAIGE'S
BABY SHOWER

DÉCOR AND DESIGN ONLY

Our Décor and Design Only service is perfect if you are the person who knows what you want and has everything planned to the tea, but you wish most to avoid the intricate details and design set-up on the day of.

A.M.E.E. Events specializes in bringing that extra creative eye and design flair to deliver the event you envisioned.

DÉCOR & DESIGN INVESTMENT INCLUDES THE FOLLOWING, BUT IS NOT LIMITED TO:

- Event Design (Décor only, excludes planning of event activities)
- Mock Images of Designs
- Day of Event Set up
- Oversee Design/Décor and Manage Vendors during Setup
- Assistance Personalization of your event (logos, signage, etc.)
- Assistance with selection of Bakery and Cake Design Ideas
- Unlimited Client Phone Calls & Emails (During Business Hours)
- \$5k Décor Budget Minimum

INVESTMENT: STARTING AT 20% OF DECOR BUDGET

*FEE IS BASED ON THE NUMBER OF GUESTS, THE SIZE OF VENUE AND THE SERVICES NEEDED.
FOR VENUE RENTALS THAT REQUIRE US TO CLEAN UP FOR DEPOSITS RETURNS, THERE IS AN
ADDITIONAL FEE OF \$75.00

FOR VENUE RENTALS THAT REQUIRE SET UP AND BREAKDOWN OF TABLES AND CHAIRS,
THERE IS AN ADDITIONAL FEE OF \$200.00

Note: This service fee is a “peace of mind” investment for A.M.E.E. Event Planning to relieve you of any stress or worries involved with planning and designing your event.

We handle everything from start to finish as it relates to your event.
This investment does not include the venue, cake, décor, catering etc.

A separate minimum budget of \$5k is expected to accommodate your event décor and décor logistics.



DINNER PARTY DÉCOR & DESIGN (UP TO 20 GUESTS):



CHARTNEY'S BIRTHDAY
DINNER PARTY

DINNER PARTY DÉCOR AND DESIGN

(UP TO 20 GUESTS)

Our Dinner Party Décor and Design service is perfect for the show stopping host whose time and energy is focused on making a grand entry versus being occupied or overwhelmed with event logistics on the day of.

A.M.E.E. Events takes care of the details and décor for executing an intimate dinner celebration.

DINNER PARTY DÉCOR & DESIGN INVESTMENT INCLUDES THE FOLLOWING, BUT IS NOT LIMITED TO:

- Assistance with selection of restaurant or venue for dinner
- Assistance with selection of cake design and dessert package, Referrals for pastry chef vendor
- Planning of table décor elements
- Set up and break down of all décor elements for event
- Charger plates, acrylic menus and place cards, table linen with napkins, low floral and candle centerpieces, with votives.
- Assistance with invitations/guest-list management

Upgrade & Add-On Options: *Specialty Chargers, Specialty Linen, Tall/Medium Floral Arrangements, Uplighting Units, Marquee Numbers, Backdrops, Balloon Decor*

INVESTMENT: STARTING AT \$1750.00

AFTER HOURS (11PM) PICKUP WILL INCUR AN ADDITIONAL \$100.00

*FEE IS BASED ON THE NUMBER OF GUESTS, THE SIZE OF VENUE AND THE SERVICES NEEDED. FOR VENUE RENTALS THAT REQUIRE US TO CLEAN UP FOR DEPOSITS RETURNS, THERE IS AN ADDITIONAL FEE OF \$75.00

FOR VENUE RENTALS THAT REQUIRE SET UP AND BREAKDOWN OF TABLES AND CHAIRS, THERE IS AN ADDITIONAL FEE OF \$200.00



A.M.L.L.

Kinsley's One
EVENT SUPPLY PLANNING

ALA CARTE
ITEMS



ORGANIC BALLOON GARLAND



Investment starting at \$28 per foot plus delivery and installation. Additional fee for breakdown.

Upgrades available (Orbs, Florals)

****\$500 minimum for balloon decor****









GREENERY BOXWOOD BACKDROP WALL RENTAL



\$150 4x8 panel grass wall
\$300 8x8 panel grass wall
\$450 8x12 panel grass wall } + delivery

8FT GREENERY BOXWOOD CIRCLE



EVENT PLANNING

Investment \$250 plus delivery

DESSERT CART



Investment \$250 plus delivery



Shelf wall, 5ft open Moonwall, 8ft Moonwall, 6ft Moonwall, ONE box letters



Wrapped 7x4 wall, 7ft to 8ft angle walls, 5ft to 6ft angle wall, double arch Moonwall, BABY box letters



Wrapped 6ft Moonwall, greenery open moonwall, 5ft Moonwall, white pedestals



Wrapped 6x3 standees, 8ft wrapped circle wall, white pedestals, greenery carpet



GRAD box letters, staggered shelf walls, wrapped 8x4 walls



Shelf wall with vinyl



6ft Moonwall, 8ft open arch wall, 7ft Moonwall



8ft black circle wall



Tiered cake stand, wrapped Standee, 8ft double arch Moonwall



7ft to 8ft angle wall, 5ft to 6ft angle wall, black pedestals, black carpet



6ft Moonwall, 7ft Moonwall, 8ft fence Moonwall



BABY box letters

Add-ons:

Tax and delivery will be applied to all rentals

After hours fee applied to rentals picked up after 11:00 PM

- \$75 5ft moon wall
- \$85 6ft moon wall
- \$100 7ft moon wall
- \$125 8ft moon wall
- \$150 7ft textured moonwall
- \$75 5ft open moon wall
- \$100 8ft greenery open moon wall
- \$100 7ft double arch moon wall
- \$125 8ft double arch moon wall
- \$150 8ft stripped moon wall
- \$175 8ft moon wall with 5 shelves (includes one line of vinyl)
- \$125 Tall 8ft to 7ft angle wall
- \$100 medium 6ft to 5ft angle wall
- \$75 small 4ft to 3ft angle wall
- \$50 mini 3ft to 2ft angle walls
- \$125 2 piece 5ft and 7ft half moon walls
- \$250 circle wall

Add-ons:

Tax and delivery will be applied to all rentals

After hours fee applied to rentals picked up after 11:00 PM

- \$350 open arch wall
- \$40 white pedestal (5 sizes available)
- \$40 black pedestal (5 sizes available)
- \$150 4ft white tiered cake stand
- \$100 6x3 wall
- \$200 6x3 wall with full vinyl covering (design fee may apply)
- \$125 7x4 wall
- \$225 7x4 wall with full vinyl covering (design fee may apply)
- \$40 and up vinyl signage
- \$50 custom wall color change (per wall)
- \$50-\$125 carpet rentals (various colors and lengths)
- \$200 Letter boxes (ex. BABY or GRAD)
- \$175 Staggered shelf wall
- \$100 Red rope stanchion set
- \$1.50- \$5.00 Charger plates

FREQUENTLY ASKED QUESTIONS

1. Do you have a minimum event budget requirement?

Yes, we do have a minimum budget requirement for events. This ensures that we can provide the quality of service and attention to detail that your event deserves. Our minimum budget typically starts at \$6000 for smaller events and increases depending on the scale, location, and specific needs of your event.

2. What does the service fee cover?

The fee includes essential planning services, vendor coordination, and event day management. It ensures that we have enough resources to create a seamless experience for you, including staffing, venue support, and logistics coordination.

3. Can I still work with you if my event doesn't meet the minimum budget?

We'd love to work with you! If your event budget doesn't meet the minimum requirement, we encourage you to review the other à la carte items listed towards the back of the pricing PDF that might be a better fit for your budget.

4. What are the steps in the event planning process?

Our event planning process includes several key steps to ensure everything runs smoothly:

- **Initial Consultation:** We begin by discussing your vision, needs, and expectations for the event.
- **Budget and Design:** Once we understand your goals, we work with you to create a budget and design plan that aligns with your vision.
- **Vendor Selection:** We assist you in selecting the best vendors, from catering to entertainment, based on your preferences and budget.
- **Logistics and Timeline:** We develop a detailed event timeline, including logistics for the day of, ensuring everything runs on time.
- **Event Execution:** On the event day, our team is there to manage and coordinate all the details, ensuring a seamless experience.

FREQUENTLY ASKED QUESTIONS

5. Do you require a deposit to secure my event date?

Yes, we require a non-refundable deposit to secure your event date. This deposit is typically a percentage of the total event fee and is credited toward the final payment. The deposit ensures that we can allocate the necessary resources and secure vendors for your event.

6. Is the deposit refundable?

Unfortunately, the deposit is non-refundable. This is standard practice in the event planning industry, as it secures our time, resources, and commitment to your event. However, it is applied to your total event cost and can be used toward any services or items you choose.

7. Do you provide vendor referrals?

Yes, we have a trusted network of vendors that we can recommend for your event. From florists and caterers to photographers and entertainers, we work with professionals who share our commitment to excellence and can help bring your vision to life.

8. Can you help me choose a venue?

Absolutely! We are happy to provide venue referrals based on your event type, location, and budget. We also assist with venue logistics and negotiations to ensure that your venue choice is the best fit for your event's needs.

9. Do you work with specific vendors or venues?

While we have preferred vendors and venues that we have established strong relationships with, we are open to working with vendors and venues of your choice. If you already have a preferred vendor or venue in mind, we can coordinate with them to ensure everything goes smoothly.

Need us to travel to you?

Please email us at info@ameeevents.com for travel availability and pricing

Ready to book your event date?

50% of your service fee is required as a nonrefundable deposit to secure your event date. The remaining balance is due two weeks prior to your event date. Payment schedules are available. Invoices under \$400 must be paid in full. Invoice is requested within 14 days of an event are subject to last minute rush fees..

Please email A.M.E.E. Event Planning at info@ameeevents.com when you are ready to book your date and receive an invoice.

Once your payment has been made, you will receive an electronic confirmation and receipt within 24 hours and an electronic contract will follow within 48 hours.

Please note: invoices require payment within 48 hours of receipt. Invoice will require a reactivation fee after 48 hours. Late payments are subject to late fees.

Still deciding and need to talk it over?

We would love to schedule a consultation with you.

We offer face-to-face & virtual options.

Virtual Consultations are \$75

In Person Consultations are \$125,

and can be booked directly on our website at

AMEEEvents.com/Consultations

This fee is due before the meeting and is nonrefundable, however it will be applied towards your deposit should you choose to book your event!