

*We'll handle all your
planning needs so you
can enjoy your event and
let us handle the details.*



CORPORATE PLANNING
SERVICES

CONTACT US

786.383.3829

info@velourpremierevents.com

www.velourpremierevents.com

ABOUT US

Velour Premier Events Was Founded On The Belief That An Event, No Matter How Large Or Small, Signifies A Major Historical Milestone And Deserves Authentic Planning And The Utmost Attention To Detail. Whether It's A Grand Opening, Corporate Function, Album Release, Wedding Or Gala; Each Event Requires Precise Execution. Velour Aims To Put A Creative Design To Your Vision And Make The Event Of Your Dreams Come To Life. We Also Want Our Clients To Enjoy The Planning Of It All Without The Stress. So Go Ahead And Dream Away Fellow Visionistas, And Trust Us To Handle Every Aspect Of The Design, Planning And Execution Of Your Event.



SERVICES

CORPORATE PLANNING

\$2,500 RETAINER +
15% PLANNING AND LOGISTICS FEE



We make sure that everything will be perfect.

CORPORATE PLANNING PACKAGE



- Unlimited Client / Planner Meetings or Virtual Calls
- Full Event Design, Theme And Décor Assistance That Includes; Venue Research And All Vendor Selection and Recommendations After Understanding Your Vision
- Production & Distribution Of A Detailed Event Day Itinerary To All Related Parties
- Production of Floor Plan for event layout
- Review Vendor Contracts
- Attendee Registration And Badge Coordination (if needed)
- Up To 12 Hours Of Day-Of Event Coverage By Event Coordinator
- Day-Of Coordination that includes Management Of The Flow And Timing Of Event And Logistics and Vendors
- Event Website Creation (in Aisle Planner)
- Assistance In Arranging Transportation Needs
- Cue/Assist Band, MC Or Entertainment For Specific Events
- Includes General Liability Insurance Coverage for day of event
- Set Up Any Décor Not Handled By A Specific Vendor



OUR PAST CLIENTS:

