

# Non-Wedding Events Packages by Events by 7Elements

At 7Elements Decor, we understand that every event, whether a shower, birthday, party, or corporate gathering, deserves the same attention to detail and creativity as a wedding. Our Non-Wedding Events Packages are designed to make your celebrations unique, memorable, and hassle-free.

## CELEBRATION PLANNING PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

Designed for milestone birthdays, baby showers, and special gatherings, this package covers all aspects of event planning for a memorable experience.

## Event Planning

- Consultation to discuss your vision, theme, and venue.
- Creation of a detailed timeline and custom budget.
- Continuous updates and coordination to keep everything on track.
- Venue selection support and logistics management.
- Full setup and breakdown assistance.

## Vendor Management:

- Access to top vendors for catering, desserts, entertainment, and more.
- Contract review, communication management, and payment tracking.
- Final guest count confirmation and timeline coordination with vendors.

## Day-of Coordination:

- Full event supervision for up to 8 hours.

- Decor setup, guest seating management, and catering coordination.
- On-site troubleshooting and final payments to vendors.

# PARTY COORDINATION PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

Perfect for both intimate gatherings and larger celebrations, this package offers adaptable support to match your unique vision.

What's Included:

- **Event Planning:**
  - Meeting to fine-tune your event theme and schedule.
  - Personalized timeline and program design.
  - Ongoing communication to answer questions and provide updates.
- **Vendor Assistance:**
  - Recommendations for trusted catering, decor, and entertainment providers.
  - Proposal and contract review with final vendor approval.
- **Day-of Support:**
  - On-site coordination for up to 6 hours.
  - Oversee decor setup, guest check-in, and entertainment flow.
  - Vendor liaison to ensure smooth service delivery.

# CORPORATE EVENT PLANNING PACKAGE

Design a memorable experience for you !

EVENTS BY 7ELEMENTS

Ideal for corporate meetings, product launches, and team-building events, this package combines professionalism with creative flair.

What's Included:

- **Event Design & Planning:**
  - Initial consultation to align with corporate goals.
  - Detailed planning, theme creation, and budget tracking.
  - Customized timeline and event program.
- **Vendor Coordination:**
  - Access to preferred corporate vendors for AV, catering, and decor.
  - Contract negotiation and detailed vendor management.
  - Final logistics confirmation for a smooth event flow.
- **On-Site Management:**
  - Up to 10 hours of event coordination.
  - Oversee technical setup, seating arrangements, and speaker timing.
  - Real-time troubleshooting and final payments to vendors.

Our packages are tailored to let you focus on what matters—celebrating and connecting with your guests while we handle the details.