



WHAT DOES AN EVENT PLANNER DO?

- ❖ **We help you plan your event from A to Z.** We work closely with you to ensure that your event exceeds every expectation. From recommending and booking your vendors to creating unique themes and décor, we will take care of all the intricate details while ensuring that you will get the best value for your money.

- ❖ **We negotiate with vendors.** Through years of experience, we have established relationships with many different vendors and have familiarized ourselves with their strengths and weaknesses. We are skilled negotiators who are more likely to receive discounts and less likely to be fooled by sales gimmicks.

- ❖ **We act as a mediator between you, your vendors, and sometimes even your family members!** We are in constant communication with everyone involved in your event to ensure that every last detail is managed effectively. We represent you and communicate on your behalf so that you are spared the stress of dealing with conflicts or misunderstandings.

- ❖ **We schedule meetings and review contracts.** We are extremely organized and detail-oriented. We schedule and attend all of your appointments and assist you in making final decisions before booking vendors. We are also experienced in reviewing contracts to protect you from poor service or even fraud.

- ❖ **We provide onsite management on the day of your event.** Our professional event planner will arrive at your event at least three hours early to ensure that your day is flawless! From directing the vendors to putting the finishing touches on the décor, we will remain onsite so as to handle all of the details and unexpected “surprises” with flair and composure.

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