



XQUISIT EVENTS  
EXCEEDING EXPECTATIONS

# XQUISIT EVENTS

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## All our Service Packages Include the Following:

- Free Consultation
- Unlimited Phone, Text and Email Availability
- Multiple Client Meetings
- Month of and Week of Client Meeting to Review all Details
- Timeline Development and Implementation
- Provide essential kits for B&G and FREE rentals, ask us how we can help you!

## Pre-Planning + Day of Coordination

**Pre-Planning + Day of Coordination** is the best of both worlds. We would start working with you immediately to understand your budget and vision. Once achieved, we would start working on your timeline for our coordinators to successfully coordinate your wedding and reception from your first look all the way into your dance floor.

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## Day of Coordination

### On-Site Management & Coordination Includes the Following:

1. Vendor Management and Supervision During Wedding Day
2. Music/DJ Management
3. Wedding Party/Immediate Family/Guest Assistance
4. Coordination of Wedding Party and Family for Photos
5. Wedding Party Line-up and Cues
6. Supervision and Communication With Banquet Staff
8. On-hand Availability to Handle any Unexpected Situation
9. Distribute any Final Payments and Gratuities to Vendors
10. Collect and Secure all Wedding Presents, Card Box, Guest Book, and Other Personal Items of the Couple
11. Seating Arrangements Management
12. Primary Contact for Wedding Party, Vendors and Guests During the Day of the Wedding

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## Pre-Planning

**Pre-Planning** is designed for the couple that would like help getting started. It is ok if you do not know where to begin or how much vendors costs. We are here to help you throughout to ensure that your confident in booking a vendor within a budget. This package does not include day of coordinators.

- Vendor Booking & Management
- Budget Planning
- Contract Reviews
- Creation of your Wedding Calendar with milestones/goals/to-do lists
- Timeline Development and Implementation
- Hotel Scouting
- Transportation Accommodation & Management
- Ongoing Updates and Client Consultations About Vendor Services
- Wedding Website Recommendations
- RSVP Management Tool Recommendations

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## Photo Booth Service

The Xquisit Mirror Booth is included in our full planning packages but our clients can add it on to day of coordination and partial planning for \$800. This includes 4 hours of use, 1 attendant for assistance, a box full of props and UNLIMITED prints.

If you do not use our event coordination services, the mirror photo booth is priced at \$900.

Website: [www.xquisitmirrorbooth.com](http://www.xquisitmirrorbooth.com)

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## Contact Us

Headquarters in Sayreville, New Jersey but available nationally.

Wedding Planner/Coordinator: Priya P.

Phone: 732-725-7511

Email: [events@xquisitent.com](mailto:events@xquisitent.com)

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