

Day of the Event Planner

Worry about NOTHING. Enjoy your event to the fullest.

How it Works & What It Includes?

- ❖ Every potential customer whether you are buying or renting items or considering to purchase service from us for \$1 or \$1,000 is entitled for one absolutely **FREE Consultation Session**.

We prefer to have these sessions in person, over skype or on the phone. If absolutely necessary we will do it over an email or chat session. A representative will call or email you in order to set up time for this session.

During this session a representative from our company will talk to you about the services and products that you are interested in. We will find out more about you and your event, and also try to get a feeling of what style and service you are interested in and how far in your planning you are .

You are encouraged to ask any questions you might have and express any concerns.

It is also a great time to go over your quote request if you submitted one.

This Session usually takes anywhere from 30 minutes to an hour. A representative will never cut you short if the time ran out. In essence this session can last as long or as short as you prefer. We have had sessions that lasted over 3 hours.

Be ready to answer such questions as venue location, number of guest, and number of your wedding party. We just want to truly get a feeling of your event, and how to better assist you.

- ❖ Follow Up - **FREE**

In the next 48 hours you should expect a call or an email from us. We will summarize everything that was discussed, attach any documents such as quotes or any other related documents we discussed or you inquired about.

We love Pinterest as an inspiration so we might suggest you check out one of our boards to see if we are going in the right direction.

- ❖ Unlimited Consulting Sessions – **FREE**

By now if you do not love our representative and their ideas we must be doing something wrong!

If we do not hear back from you after the Follow Up a representative will email you to find out if we can be of more help. If you simply decided to go with another company, design your own, or forget the event all together – no foul no harm. We will not bother you again.

If however, you have more questions, we are here to answer them all!

At this time if you are interested in pursuing an order with Rituska Inc for purchase, rental, or service but simply not sure of the exact items and would like to keep working with our consultant to handpick just what you want, we will ask you to pay \$50 per any following session. I did mention they are FREE though, didn't i? That's right, while we will charge you \$50 per session, once you place an order all of this charges will be used as credit towards your order.

You can have as many **FREE** Consulting Sessions as you like, and have them last as long as you like, before and after you place the order, as long as you do place one.

If however, you choose not to place the order after more than one Consulting Session, we will keep anything you paid for consulting sessions as credit for future orders for 24 months.

❖ During your **FREE** Consulting Sessions

You can call us just to chat. We are no doctors, and don't pretend to be, but we are an unbiased listeners who can talk you through a mini panic attack about the florist or your mother in law.

Discuss timelines, floor plans and etc. A consultant will be happy to attend dress trials, venue visits and etc with you at no extra charge in 100 miles radius from our corporate office.

We would love to be there via FaceTalk or Skype if it is further out.

Want to get your best friend to give her opinion during your appointment, sure drag her along, your mother and a co-worker? Sure why not? Its your Party! You can bring them all if you want to. The only thing we ask is to let us know at least 24 hours in advance for in-person meetings, we like to offer some Champaign, and don't want to ran out of Champaign flutes.

Ask unlimited amount of Questions.

Your consultant will provide you with their personal line few weeks prior to your event; many clients (especially brides) find this super comforting. Your personal consultant will be available to you 24/7 – 14 days prior to your event.

Now to the MAIN ATTRACTION

❖ Day of the Event Planner

The price for day of the event planner varies and depends on lots of circumstances.

Your consultant will be able to quote you a price, this price might change before your event, if you add hours, change locations, request more personnel at your event and etc. However, it will be finalized seven (7) days prior to your event and no hidden costs will be assessed after.

❖ What is Included?

- 1 Head coordinator & 1 Assistant per 250 guests – your personal Consultant is always present at your event, either as Head Coordinator or Assistant.
- If there is more than 1 venue, an additional assistant will be present per 250 guests.
- Head Coordinator always attends your rehearsal and visits the venue at least once prior to the event
- We can also attend your rehearsal dinner if you invite us to get to know you better. Unfortunately at this time we do not get reimbursed for such lavish meals, and would love for you to offer to pick up the bill.
- Both Head Coordinator & Assistant will wear professional black pencil dresses or suits, if you prefer another color (theme color , so we do not stand out) please let us know in advance and we will accommodate to the best of our ability.
- We will arrive promptly as early as agreed upon, often there is no need for the customer to be at the venue till event begins.
- We will be available by the phone at all time, prior to your arrival during the day of the events.
- Our Head Coordinators are well trained in creating centerpieces, whipping spills, putting your dress on you and fixing your dress if and when needed.
- Our Head Coordinators always travels with all inclusive event emergency kit that includes everything from antiseptic to make-up, extra clothes and shoes and anything ales you can think of. One less thing for you to worry about.
- We will coordinate all of your vendors the day of the vent, to make sure everything goes smoothly, and contact you're promptly if something has to be decided on the spot.
- We will greet, sit and attend to your guest, including refilling water, and changing plates if needed will work with the food provider, and will get anything needed last second.
- An assistant can be
- We will make announcements if necessary.
- Calming down crying mothers, and cutting off drunken guests is part of our job.

- If you think your event might get rowdy, please let us know, we will make sure that one of the attendances is a male who can handle the situation
- We will ABSOLUTELY not leave your event till all of your guests left and till we can waive goodbye to you.

❖ **Our Promise**

We will not be left.

We will not leave early.

We will bring EVERYTHING you could possibly need.

You will have a worry FREE event.

Book your day of the event planner/coordinator today. During busy seasons we cannot accommodate more than two events per day.