



Corporate / Social Package



Chances are, if you are looking at this package, you are way too busy at work to also have to keep all the details together for this event too. Let “A Time To Gather” take care of all of those “I’s” and “T’s” so you can continue to be the all star at work or home that you are!

The Package Includes:

- Two Event Coordinators on-site for the day of (up to 10 hours each)
- Three one-hour consultations prior to the event date
- A site visit
- Floor plan design and execution

- Creation and Execution of event timeline
- RSVP / Invitation Management
- Vendor sourcing (linens, music, catering and more)
- Event décor planning and execution (décor itself not included)
- Unlimited contact via email / phone / video chat the week of the event

\$1000 - \$1500 (depending on scale)

Planner: Haley Smithwick

Email: Haley@ATimeToGather.com

Direct Phone: 972-310-7465

Haley has been involved in the wedding and event industry for over 8 years and has been personally involved with over 700 weddings, corporate events and social gatherings during that time. At the onset, she served as an Event Captain over the Catering during the events. She was promoted to Event Planner in 2014 and has been personally involved in the planning aspect for over 350 events since that time.