ALBION ROYAL

Weddings & Special Events

COORDINATION INCLUSIONS
Special Events

CLIENT INFORMATION

Client's Full Name: _____

Client's Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Event Date: _____

Event Time: _____

Event Location: _____

Event Type:

- Engagement ☐
- Anniversary Event ☐
- Birthday Event ☐
- Charity ☐
- Social Event ☐
- Other ☐

· **Personalized Consultation** – Begin with a one-on-one conversation about your event vision, either in person or via Zoom, Teams, or WhatsApp.

· **Ongoing Communication** – Unlimited email and scheduled phone/video chats from the moment your contract is signed (Monday–Friday, 9 AM–5 PM GMT-7). Note: Los Cabos does not observe daylight savings.

· **Accommodation Support** – Guidance with booking your resort package, if required.

· **Venue Selection** – Assistance in finding and securing the perfect venues for your event(s).

· **Budget Guidance** – Help creating and managing your event budget, including deposits and vendor payments. (Accommodation and travel not included.)

· **Vendor Recommendations** – Curated suggestions for trusted creative partners such as florists, rental providers, photographers, videographers, hair and makeup artists, stationers, musicians, DJs, photo booths, and more.

· **Contract Review** – Where possible, re-negotiate vendor agreements to help keep you within budget.

· **Design Collaboration** – Support with floral and décor concepts through photos and mockups. (Floral mockups may incur additional costs to cover materials.)

· **Transportation Coordination** – Arrange transfers for venues, airport arrivals/departures, and group activities.

· **Tours & Activities** – Recommendations and bookings for local experiences to enhance your stay.

· **On-Site Event Management** – Planner plus assistant present for your event(s) to ensure everything runs seamlessly.

Site Visit & Planning – Arrange and attend up to two days of site visits with you to define your event style, direction, and flow. We'll also coordinate meetings with creative partners, tastings, and trials ahead of the event week.

· **Vendor Confirmation** – Four weeks prior, all creative partners are contacted to reconfirm services, and invoices are finalized.

· **Timeline Coordination** – Seven to fifteen days before your first event, we coordinate vendors and partners to align on schedules, roles, and final details.

· **Seating Plan Assistance** – Guidance and support in creating your event seating arrangements.

· **Final Details Meeting** – A video conference four weeks prior to confirm guest needs and remaining details.

· **On-Site Walkthrough** – Upon your arrival in Los Cabos, we'll meet in person, walk through the venues, and collect all celebration elements.

· **Event Timeline & Layout** – A comprehensive timeline and layout prepared 30 days before your first event, submitted for your approval, then shared with all venues and vendors (florist, rentals, musicians, DJ, photographers, videographers, etc.).

Event Day

Dedicated Team – Albion Royal event planner plus one assistant included. Additional assistants available at $150 USD each (tax included).

· **Vendor Management** – Full coordination of all vendors according to your instructions. Albion Royal will be on-site and available by phone throughout the day to handle queries and provide final guidance.

· **Transportation Oversight** – Arrange and coordinate requested transfers from pick-up to arrival.

· **Setup & Styling** – Manage décor and creative partner installations at all event sites. Oversee setup and breakdown of table numbers, place cards, favors, toasting glasses, and serving sets per your direction.

· **Event Flow** – Coordinate entertainment, speeches, dances, and all announcements to ensure a seamless celebration.

· **Vendor Payments** – Guarantee settlement of gratuities and any outstanding balances.

· **Item Returns** – Collect and return personal or rented items to their owners as agreed in advance.