



We pay attention to the details

so you can pay attention to your guests.

At The Event Concierge, we are here to help you plan a memorable occasion. When planning an event, you want a strategic, professional partner who is adept at handling all the details, and who understands your vision and your needs. From corporate services to social events, our experience allows us to handle the logistics, execute the details, and even foresee the challenges. We save our clients time, stress and money.

More importantly, you will enjoy working with us. We are focused on providing exceptional and unparalleled service while developing, organizing and managing each event on an individual basis. We return all phone calls and emails within 24 hours, ensuring you are always up to date on your event's progress. We like the strategy and details involved in planning an event, and enjoy the trust and synergy that develops as we collaborate with our clients to provide a seamless, yet unforgettable event.

See back for more details

The Event Concierge
Professional Planning with a Personal Touch

602.569.5333 | www.eventconcierge.com



Our Process

From our first meeting to the final wrap-up, we work with you to make the entire process as easy and as flexible as possible. When the event day comes, we are on-site to make sure everything runs smoothly.

Our Pricing Structure

We can either build our fee into the event budget, charge a project-based fee or for larger events that require months of planning, we can charge a monthly retainer fee.

Our Philosophy

At The Event Concierge, we believe our success stems from the following core values:

~ *Honesty* ~ *Commitment*
~ *Integrity* ~ *Growth*

We apply these core values to each and every client we work with. Our goal is not only to create a memorable event, but to create a long-term partnership with you. It is what separates The Event Concierge from others in the industry and makes us... us.



Experience **The Event Concierge** *Difference –*

*Contact us today and see what we
can do for you.*



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