



EXTRAVAGANT AFFAIRS

EST. 2009

CORPORATE · GOVERNMENT · PRIVATE

Executive Event Management

Corporate event planning and event management for the organizations that lead in Washington, D.C., Maryland and Northern Virginia.

FORTUNE 500

FEDERAL
AGENCIES

STATE
GOVERNMENT

PRIVATE CLIENTS

WASHINGTON, D.C. · MARYLAND · NORTHERN VIRGINIA

17+ YEARS

CAPABILITIES

One accountable partner, from concept to final strike.

Since 2009, Extravagant Affairs has delivered corporate event planning, government event management and private event production across Washington, D.C., Maryland and Northern Virginia. We serve Fortune 500 companies, federal and state agencies, and private clients who expect every detail handled with discretion, precision and polish.

Events We Plan & Manage

Conferences, Summits & Symposiums	Executive Meetings & Leadership Retreats
Galas, Award Ceremonies & Fundraisers	Agency Ceremonies, Receptions & Official Functions
Product Launches & Brand Activations	Employee Appreciation & Holiday Events
Grand Openings & Ribbon Cuttings	Private & Milestone Celebrations

Why Organizations Choose Us

SINGLE-SOURCE DELIVERY

Full event management with in-house catering, décor rentals and event staffing: fewer vendors to procure and one team accountable.

BUDGET DISCIPLINE

Budget development and management, vendor pre-negotiation, contract review and payment schedules with alerts.

SENIOR-LED EXECUTION

Experienced on-site event management, from venue setup through program flow to final strike.

Package I

Full-Service Event Management

Strategy, sourcing, design and execution, concept to completion.

Package II

Event Coordination & Execution

You plan the event; we take command of the final month and event day.

PACKAGE I

Full-Service Event Management

A comprehensive engagement for organizations that want expert, hands-on planning of every detail of their signature event, from concept to execution. Includes all Package II coordination services, in addition to:

01 Budget Development & Management

Budget development, prioritization and ongoing management against your program goals.

03 Vendor Procurement & Management

Qualified vendors identified in every category; availability verified and added value pre-negotiated.

Customized proposals and vendor meetings arranged and attended.

Contract review and negotiation, payment schedules and alerts.

02 Venue Sourcing & Site Selection

Venue research, review, appointments and site visits to properties that meet your budget and program needs, with venue contract review and negotiation.

04 Event Design & Production

Design inspiration presentation and final concept board for your approval.

Floral, rental and décor direction, with design-vendor meetings and proposals.

Cohesive details: linens, invitations and print, props, menu tasting and gifts, finalized at a design sample meeting.

05 Logistics & Guest Services

Logistics planning and on-site visits.

Ground transportation arrangements, itineraries, directions and maps.

Hotel accommodations for guests and attendees.

Welcome bags and gifts, planned, assembled and delivered.

Investment is tailored to location, attendance, program details and staffing required.

PACKAGE II

Event Coordination & Execution

MONTH-OF & EVENT-DAY COORDINATION

For organizations that have planned their event but require professional coordination and flawless execution on the day. Focus on your guests and your program; leave the details to us.

PLANNING PHASE

Event-Day Blueprint

- ◆ Initial timeline development meeting
- ◆ Event timeline, event-day checklist and production schedule, including vendor setup and strike
- ◆ Final timeline and details meeting

Logistics & Site Planning

- ◆ Event site walk-through (client secures venue)
- ◆ Floor plan assistance and event flow planning

Vendor Coordination

- ◆ Vendor contract review (client secures vendors)
- ◆ Logistics coordinated with venue and vendors
- ◆ Approved timeline and production schedule distributed; final vendor confirmations

Ongoing Guidance

- ◆ Ongoing communication and etiquette advice

EXECUTION PHASE

Rehearsal & Run of Show

- ◆ Rehearsal orchestrated, or the venue's on-site coordinator supported
- ◆ Timeline reviewed with venue and vendors; client materials delivered

Event-Day Management

- ◆ Setup of event site(s) overseen
- ◆ Programs, gifts and giveaways placed
- ◆ Event flow coordinated and executed; all vendor commitments overseen
- ◆ Final vendor payments and gratuities delivered
- ◆ Client items packed and placed in a designated location
- ◆ Emergency kit on site

On-Site Staffing

- ◆ Assistant coordinators included in your custom proposal, based on attendance and event details

Investment is tailored to location, attendance, event details and staffing required.

REQUEST A PROPOSAL

An event worthy of your organization.

Every package is customized to your location, attendance, program and staffing needs. Contact us today to schedule your complimentary consultation.

COMPANY DATA

UEI [UEI NUMBER]	CAGE CODE [CAGE CODE]	NAICS [NAICS CODES]	CERTIFICATIONS [CERTIFICATIONS]
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