LORNA MARIE EVENTS




# FREELANCE EVENT COORDINATION

**Do you need someone reliable to manage and oversee the all-important front of house element of your Client's upcoming wedding/event?**

**Is your business being affected by staff turnover but you don't have the time to train new employees?**

**Are you having to juggle logistics and many moving parts solo for an upcoming client's event?**

# Why don't you outsource?

Over the last 7 years I have developed my event coordination services by working directly with clients to design and create their event, as well as assisting and managing events on behalf of, fellow wedding and event professionals to support the seamless delivery of high-end events.

More recently, I have created flexible freelance event coordination services to allow fellow industry professionals such as event planners, venues, stylists and caterers to expand their team and grow their business and reputation without having to employ someone completely new.




# Assisting

A reliable pair of hands to support you in delivering your clients milestone event/s. You can delegate on-the-day tasks to me and know they will be done quickly, effectively and always to the highest standard.
It can be essential to have a team member confident in logistics. In this scenario, here's some examples of how I can help you:

- Oversee transportation of guests between venues
- Support with the receiving of multiple suppliers
- Knowledge of local facilities e.g. parking, toilets & power outlets

**£35 PER HOUR***

(*Minimum of 8 hours on-site. Shorter services and/or services required after midnight are charged at £37.50 per hour)



# Admin Support

## When the workload leading up to an event is too much for one.

If you have event planning admin coming out of your ears, I offer remote support to help share the load. Working wonderfully in parallel with my assisting service, it helps me to learn more about the Client and the event I'll be working on with you ahead of the event date itself.

Tasks I can support you with include (but are not limited to):

- Researching local suppliers
- Reaching out to suppliers for quotes
- Budget-work
- Filling out function sheets
- Blog writing

**£27.50 PER HOUR**

(Tasks required within 24 hours are charged at £30ph)




# Managing*

A trusted representative who comes on board as an extension to your team when you can’t be present yourself. Confident managing multiple suppliers and always with thorough attention to detail. An ambassador of your brand; helping your business to grow.

*A site visit is required when managing an event on your behalf at all new venues.

**£50 PER HOUR**




# Optional Extras

- **On-site set-up** in the days leading up to your event | **£50 per hour**

- **Virtual Meeting** - for meeting clients and official handovers | **£50 per hour**

- **Styled Shoot Assistance** - another pair of hands to help create inspiration for prospective clients | **£30 per hour**

- **DIY Social Media Service** - raw ‘behind the scenes’ pictures and videos taken whilst assisting you on an event; sent to you within 24 hours of the event for you to use as you wish on social media | **£25**

- **LME Social Media Service** - I will create up to 3 reels using raw BTS images and videos captured in the lead up to and on the event day itself for you to use on your social media within 48hrs | **£50**

# Venue Experience

Since 2018, I have seen how the event industry has evolved. I have had the privilege of working alongside clients and fellow industry professionals gaining experience at many of the UK's top venues, including:




Having created working relationships with wedding and event planners, venue coordinators, food and beverage managers, chefs and other business owners in our industry when running high-end events in these prestigious venues, I am a team player and look forward to running more seamless events.

PLANNED, COORDINATED, MANAGED OR ASSISTED EVENTS

# Client Testimonials

Lorna is experienced, thoughtful and helpful. Nothing is too much trouble. She is knowledgeable in her field and this supports her unflappable demeanor (which is always useful on a wedding day)! She is fantastic with people, always receiving glowing feedback from couples and the suppliers that she has to work with. She is great at adapting to varying requirements and has worked with me in many different types of venues. Lorna has managed weddings in my absence as well as assisted me many times. I'm always disappointed on the occasions that she is not available to work on one of my weddings! If you need extra support then your brand, your couple and the wedding itself is in safe hands with Lorna!

★★★★★

Lucy, Lucy Meehan Events Ltd

Lorna came on board as an assistant to support us with a clients wedding recently. Her hard work, quick thinking and initiative was invaluable on the two days she was with us. She is a great assistant and an asset to any wedding or event planner.

★★★★★

Caroline and Victoria, VC Event Curation

As a wedding planner myself, I sometimes require the support of other wedding planners in the area. I like to call on Lorna as I know her service is great and she is able to take direction easily and confidently without me having to worry about what is going on when I'm not able to be there with her. I will definitely use Lorna again! Thank you Lorna!

★★★★★

Hayley, Amae Events




# Someone you can trust to help get the job done.

Events come in all shapes and sizes; when you're running scarce on staff, managing multiple events at various different venues, all whilst trying to maintain the strong reputation of your brand, it can feel like a lot. I'm here to help, seeing eye to eye with your values and always aiming for the same outcome.

