



ISLAND LIFE EVENTS

EVENT PLANNING FIRM



SOCIAL & CORPORATE
PRICING GUIDE



EVERY REASON YOU NEED TO

Hire Us

10 +

**YEARS OF
EXPERIENCE**

240 +

**EXECUTED
EVENTS**

150 +

**WORK HRS
PER FULL
COORDINATION**

45 +

**FIVE STAR
REVIEWS**



BOOK THEM TODAY

"Our employee appreciation event was a complete success. We could not have done it without Veronica and her team. We will be hiring them for our Christmas gala."

- LINDA

THE ISLAND LIFE DIFFERENCE

- ✓ Proven stress free & time saving planning system.
- ✓ Prompt responses, updates & communication.
- ✓ The most complete event planning service in Puerto Rico

FEATURED IN

DISCOVER
Puerto Rico



INSURED
TEAM



CPR
CERTIFIED



TRAVEL
AGENT IATA

OUR LOVE FOR EVENTS

xoxo Veronica & Enrique

Since 2015, we've planned hundreds of stunning events, music festivals, tended to high profile clients and companies.

Together we have created a loving home and an award winning event planning company.

Island Life Events provides coast to coast service in Puerto Rico and the neighboring islands of Vieques & Culebra.

OUR PAST

CLIENTS

*Over 10 years experience working
with of companies on product
activations, galas, retreats and more.*

Spotify

Univision

Ritz Carlton Reserve- Dorado

ASC Seguro Compulsorio

Tu Dinero Seguro

One Love Travel Club

The Brydon Group

City of San Juan

L2 Data

EGBI Growth Business Incubator

YHPAA - Hispanic Association

Soma Vida Coworking Space

Let's Celebrate!

Let us help you host the perfect event. You tell us your vision and we take care of everything else.

Birthdays | Celebrations |
Holiday Parties |
Networking | Corporate
Retreats | Tradeshow
Booths | Galas | Product
Launches & More



WHAT IS INCLUDED *in a Coordination?*

2

MEMBER
ONSITE TEAM



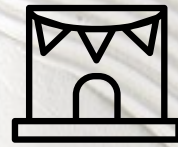
SIGNAGE
DESIGN



DECOR
DESIGN

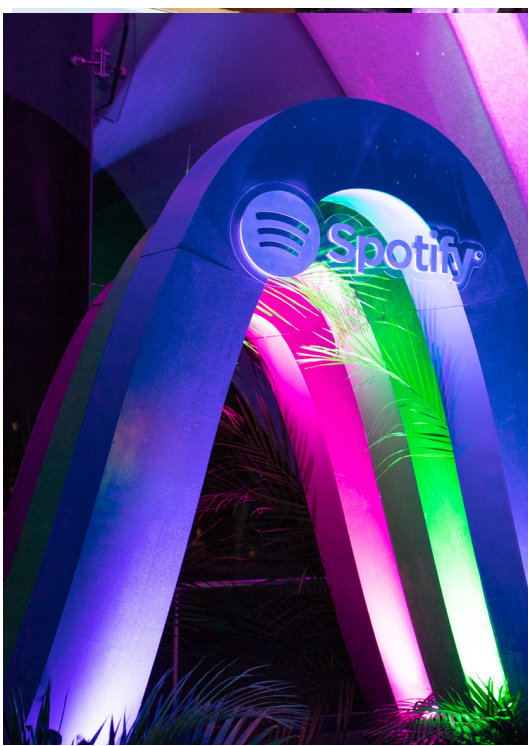


BILINGUAL
EMCEE



VENUE & VENDOR
SCOUTING

- Progress calls
- Room Block Set Up & Management
- Preparation of budget tracker, timeline, layouts, rain plan, vendor balance sheet & detailed day script.
- Venue scouting
- Full vendor management - matching, guidance, quotes, negotiating & meetings.
- Custom decor design presentation.
- Signage Design
- Use of our office address to ship packages
- Onsite Team - lead planner & assistant
- Management of vendor/supplier load in/load-out.
- Set up assistance of details
- Day Of Run
- Bilingual Emcee Services
- Problem solve & trouble shoot
- Distribute vendor tips & balances.
- Pack up left overs & details.
- Emergency kit





Pricing Guide

MICRO EVENT - 15 PPL &
UNDER (MON-THUR)

\$998

MICRO EVENT - 15 PPL &
UNDER (FRI-SUN)

\$2,498

50 PPL & UNDER EVENT

\$2,998


51 PPL & ABOVE EVENT

\$3,499

LARGE OR COMPLEX EVENT

\$3,998 -
\$4,998

A FORMAL PROPOSAL WILL BE SENT AFTER A
CONSULTATION OR QUOTE FORM IS FILLED





FILM NEGATIVE

FILM NEGATIVE



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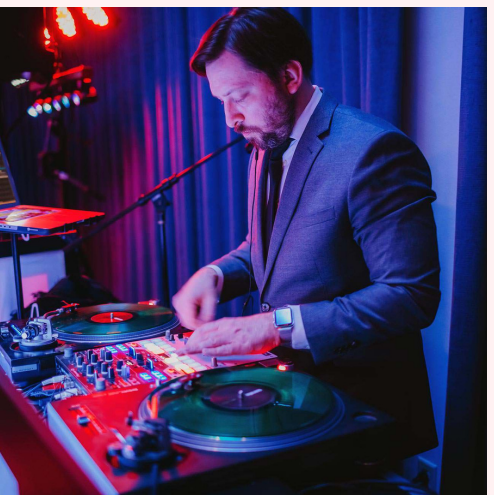
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SAMPLE BUDGET

15 PPL MICRO EVENT

DECORATION

(RENTALS- CENTERPIECES-SIGNAGE)

\$2,250.00

DJ & UPLIGHTS

\$950.00

VENUE

\$950.00

FOOD & BAR

\$3,282.00

DESSERT

\$250.00

FAVORS

\$200.00

COORDINATION

\$998.00

TOTAL

\$8,800





SAMPLE BUDGET

50 GUEST- NOT HOTEL

DECORATION, RENTALS,
DECORATION

\$5,500.00

PHOTOGRAPHER

\$2,500.00

DJ & DANCE FLOOR

\$2,200

VENUE RENTAL

\$4,200.00

CATERING & BAR

\$4,000.00

SWEETS

\$450.00

SIGNAGE

\$250.00

COORDINATION

\$2,998

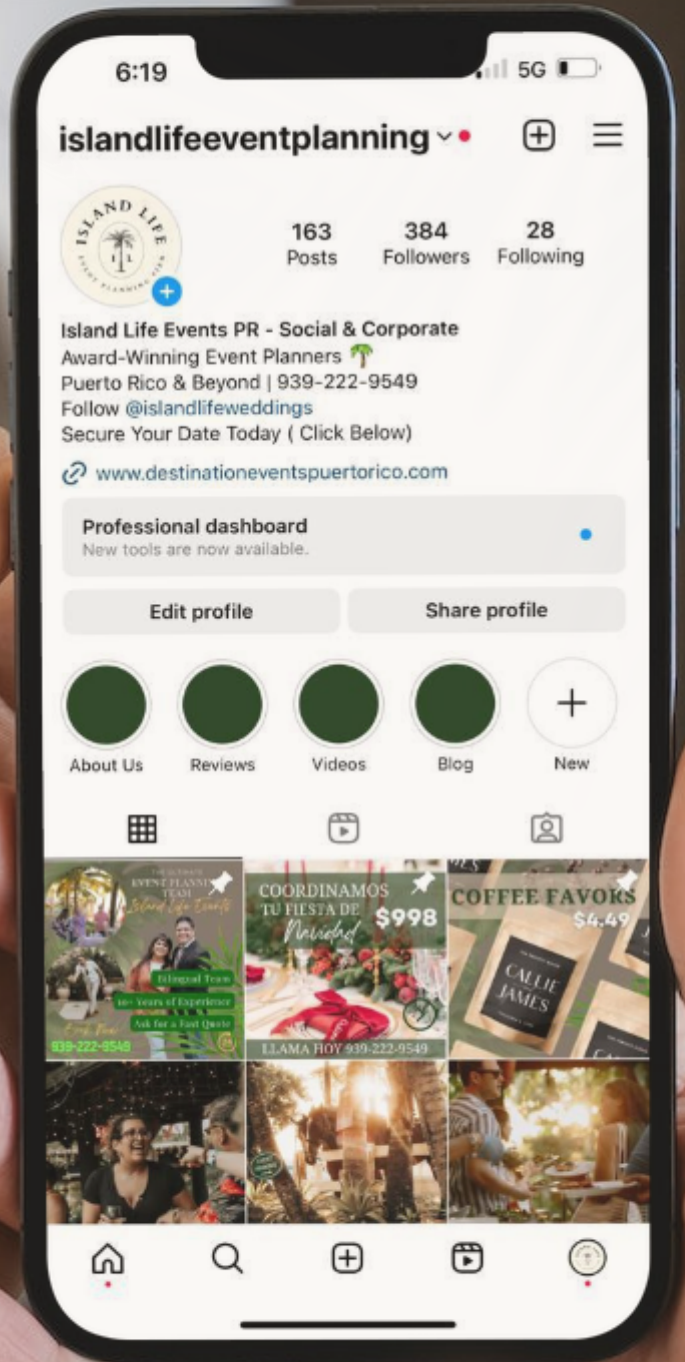
TOTAL

\$22,098

LET'S GET *Social*

Don't miss out on our
event galleries, recaps, tips,
and more!

Follow us on Instagram
and TikTok for all the
latest updates.



@islandlifeeventplanning



@eventplannerpuertorico

NEXT STEPS

Book Today!



1

*Fill out our Contact Form for a Fast Quote
OR
Schedule a 15 Minute Consultation*

2

Receive our proposal package, sign the contract and make the deposit payment online.

3

Get ready to stop stressing & start having fun planning your dream event!



ISLAND LIFE EVENTS

EVENT PLANNING FIRM

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