

EMERALD EVENT CO.

We perfect the art of hospitality.

CURATED HOSPITALITY EXPERIENCES

RETREATS | FAMILY GATHERINGS | REUNIONS | MILESTONE PARTIES
LEADERSHIP SUMMITS | BUSINESS OFFSITES | CREATIVE WORKSHOPS

If you're seeking a hospitality partner who leads with intention and delivers with grace, trust that you've found your match in Emerald Event Co. Choose from our thoughtfully designed packages or let us build one aligned with your vision.

5 Carat - Concierge

Designed for the host who desires an effortlessly flawless experience, allowing you to fully immerse yourself in every moment. Includes all services in the 3 Carat package, plus:

- Hospitality team on site for full event coverage
- Expert coordination of all planning and logistics

3 Carat - Event Coordination

Ideal for those who want hands-on guidance and on site support beyond meals. Includes all services in the 1 Carat package, plus:

- Location scouting and vendor recommendations
- Arrival planning and welcome experience coordination
- Event flow and space layout design
- On-site team support for key activities outside of meal service

1 Carat - Meal Service

Essential services that ensure your guests are nourished throughout the event.

- Custom, seasonal menus featuring locally sourced ingredients
- On site hospitality support during all meals and service windows
- Complete setup and cleanup of dining and service areas
- Professional culinary team and support staff

INVESTMENT + PERSONALIZATION

We're ready to bring exceptional hospitality wherever your gathering takes place — from mountaintop lodges to lakeside cottages or secluded countryside retreats.

Our fee based model is tailored to the scope of your event. Pricing is influenced by the following:

- **Hospitality Management:** hospitality package, duration of event, food and beverage selections and availability (pp pricing), guest count and staffing needs
- **Travel + Lodging:** event location and site accessibility, travel expenses, lodging fees
- **Venue:** rental fees (daily, hourly or full buyout), lodging fees, security deposits, cleaning fees, taxes, service charges
- **Rentals + Supplies:** Equipment rental (tent, tables, chairs, AV), catering supplies, lighting
- **Activities:** on site activities, off site excursions + related transportation, guest experience upgrades, guide + instructor fees, printed materials
- **Special Requirements:** licenses, permits, insurance, currency exchanges, international transaction fees
- **Emergency fund + safety supplies**

Expertly Aligned Support - we know when to step in and when to step back.

We collaborate with local service professionals who share our philosophy of intentional hospitality. Our experienced in-house team provides seamless support tailored to your event's needs.

Core team includes:

- Erica Boynton, Owner and Event Manager
- Hospitality Assistants (based on guest count)
- Trained Culinary Staff

Additional support may include:

- Local Culinary Partners and Artisans
- Speakers & Activity Guides
- IT Support Staff
- Venue Liaison + Site Staff
- Maintenance + Cleaning Staff

Please note: alcohol is not included in our service offerings, but we're happy to coordinate with a service provider, adhering to all applicable laws.

GUEST EXPERIENCE UPGRADES

Designed to inspire meaningful connection and elevate your event.

Event Materials & Branding

- Branded materials: signage, lanyards, menus, stickers, totes, water bottles
- Printed material: itineraries, menus, escort cards, and name tags

Guest Experience & Amenities

- Welcome & parting gifts
- Hospitality baskets for guest rooms and common spaces
- Comfort station: cozy nooks with throws/pillows, herbal tea, books

Event Design & Atmosphere

- Layout design and decor placement
- Floralscapes and greenery installations
- Candles/lanterns, accent lighting, outdoor lighting, marquee signs
- Tablescapes for meals and styled beverage + food stations
- Lounge and accent furniture, draping, table linen

Activities & Entertainment

- Custom photo booth and selfie stations
- Mini headshot sessions
- Entertainment and music
- Creative workshops, classes and demos

Marketing & Documentation

- Social media advertising (before + during event)
- Professional photography and videography
- Live content creator for key moments
- Retreat leader bio and speaker feature sheet

YOUR EXCLUSIVE EMERALD EXPERIENCE STARTS HERE.



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