

Premier Hospitality Events

Event Preparation Guides & Pricing Overview

A. Event Preparation Guides (À La Carte)

These guides help your team run events smoothly with clear, step-by-step instructions.

Packages:

- Starter Event Preparation Guide — \$75
- Standard Event Preparation Guides (3 guides) — \$180
- Custom Event Preparation Guide Package — from \$200+

Examples of guides:

- Opening procedures
- Closing procedures
- Cleaning checklist
- Cash handling guide
- Inventory guide
- Safety & sanitation guide

B. Menu Planning & Vendor Coordination

Small Events (up to 75 guests): \$200–\$350

Medium Events (76–200 guests): \$400–\$650

Large Events (200+ guests): \$700–\$1,200+

Includes:

- Custom menu planning
- Vendor sourcing & communication
- Equipment & product recommendations
- Staffing & layout suggestions
- 1–2 hours of event-day setup support

Add-ons:

- Additional vendor coordination: \$50/vendor

C. Staffing & On-Site Event Operations

Lead Operator (Micah): \$30–\$45/hour

Additional Staff Members: \$40/hour each

Minimum booking: 4 hours per person

Roles include:

- Cashiers
- Runners
- Bar support
- Concession staff
- General F&B; support

D. Event Packages by Guest Count

Small Events (up to ~75 guests):

- Basic operations: \$350–\$550
- Full-service operations: \$650–\$900

Medium Events (76–200 guests):

- Basic operations: \$700–\$1,100
- Full-service operations: \$1,200–\$1,800

Large Events (200+ guests):

- Basic operations: \$1,500–\$2,200
- Full-service operations: \$2,400–\$3,500+

These can be combined with Event Preparation Guides and other services.

Notes

- Product costs (food, beverages, supplies) are billed separately or provided by the venue.
- Pricing may adjust based on scope, location, and event timeline.
- Share your event details for a simple customized quote.