

lsc

EVENT PLANNING

2025-2026 SERVICES



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Designing Your Vision, Crafting Exceptional Events, Inspiring Lasting Experiences

973-985-5325

info@lsceventplanning.com

Creating Memories in NJ, NY & Beyond

lsceventplanning.com

ABOUT US

LOVE, STEWARDSHIP & CREATIVITY

Focused on turning your vision into unforgettable experiences. From elegant weddings to milestone celebrations and corporate galas, we specialize in curating extraordinary events.

With meticulous attention to detail and a commitment to excellence, we create moments that leave a lasting impression, ensuring a stress free and enjoyable experience for you and your guests.

- **LOVE:** Our driving force is love—a passion for connecting with others and being fully present. We willingly sacrifice to create unforgettable experiences.
- **STEWARDSHIP:** We embrace the responsibility entrusted to us, striving for greatness in all we do. As stewards of your event, we deliver exceptional work and exceed expectations.
- **CREATIVITY:** We think outside the box, welcoming innovation and embracing new and fun ideas. Our courage to be creative ensures your event is truly unique and memorable.

With love, stewardship, and creativity,

LSC Event Planning delivers exceptional service and unforgettable moments.

LSC EVENTS



©Jennifer Sofia Studios

OUR FOUNDER

ELISHA BULAY

...a passionate event planner dedicated to creating extraordinary experiences that celebrate life's special moments...



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Hello, my name is Elisha Bulay...

but you can call me Eli (just like Eli Manning)

I have a deep-rooted love for connecting with the people who mean the world to me. Whether it's witnessing the joy of friends exchanging vows, savoring a cozy dinner with my cousins while watching movies, or exploring new culinary delights with my husband, nothing brings me more fulfillment than breaking bread with loved ones and sharing stories that touch our souls. My affinity for event planning was born from a desire to remain behind the scenes, orchestrating unforgettable experiences without seeking the spotlight.

From my earliest days of arranging the buffet table at family barbecues to organizing grand celebrations at prestigious venues and coordinating top-tier corporate conferences and galas, I have found pure joy in every aspect of event planning and coordination. To me, it's akin to a captivating Broadway production. It starts with engaging the event hosts, understanding their vision, and collaborating closely to design an unforgettable experience. Then, like the anticipation before the curtain rises, we meticulously plan and execute, ensuring every detail is flawless. I encourage the event hosts to take their front-row seats, relishing in the magic we create, while the LSC team orchestrates the rest. After all, it's their special day, and they deserve to be immersed in the enchantment we've crafted.

Based in Morris County, NJ with my husband Daniel Bulay (Co-Founder of the District Training Facility). We tied the knot three times within five months in 2023, including an international celebration! Outside of careers (we are blessed to have our dream jobs!), Dan and I enjoy exploring new dining spots with loved ones, whether it's discovering hidden gems or revisiting nostalgic favorites. And of course, we cherish all the "homebody" time with our 'furbaby,' Angus, the best WFH coworker a small business owner could ever ask for! You'll see him pop in from time to time on our virtual meetings together.

lsceventplanning.com

OUR SERVICES

<p>MONTH OF COORDINATION</p>	<p>Designed for clients who've done all the groundwork but desire peace of mind on their event day. We handle logistics, vendor coordination, and unforeseen circumstances, ensuring you can fully embrace the moment and cherish your special day.</p>
<p>ELEVATE 4 Weeks of Planning Services</p>	<p>Tailored for clients who've started their event planning journey but seek professional guidance for the finishing touches. We refine your vision, connect you with trusted vendors, and ensure a seamless execution, providing the support you need for a flawless event.</p>
<p>PARTIAL PLANNING</p> <p>INSPIRE</p>	<p>OUR MOST POPULAR PACKAGE</p> <p>Ideal for clients seeking comprehensive event planning services. From conceptualization and design to vendor coordination and on-site management, we handle every detail to ensure a stress-free and unforgettable event experience.</p>
<p>FULL PLANNING</p> <p>REVEL</p>	

ELEVATE

4 WEEKS OF PLANNING

Designed for clients who've done all the groundwork but desire peace of mind on their event day. We handle logistics, vendor coordination, and unforeseen circumstances, ensuring you can fully embrace the moment and cherish your special day.

EVENT PLANNING CHECKLIST

- Establish an extensive checklist & timeline mapping out the next 4 weeks leading up to the event to ensuring every detail is discussed and covered

EVENT DETAILS & VENUE/VENDOR MANAGEMENT

- Reviewing all the event-related contracts, confirming logistics, and ensuring everything is in place for a smooth event day.
- Serve as the point of contact for all venue & vendor communication
- Managing and coordinate your selected vendors as agreed upon in the your contracted packages & services ensuring they are aware of their responsibilities
- Collaborate with your selected venue and vendors to create a comprehensive timeline for the entire event

ON SITE MANAGEMENT

- Conducting "day of" rehearsals and final details meetings for your event to ensure all participants are prepared and aware of their roles.

PRE-EVENT CONSULTATIONS/MEETINGS

- 2 - Ninety (90) Minute Virtual Meetings to go over all the fine details of your event
- 1 - In Person Meeting to go over all the final details of your event (based on the availability & location of both the Client and the Planner. If an "In Person" meeting cannot be conducted prior to the event, the Client can opt for a virtual meeting)

INSPIRE

PARTIAL PLANNING

Tailored for clients who've started their event planning journey but seek professional guidance for the finishing touches. We refine your vision, connect you with trusted vendors, and ensure a seamless execution, providing the support you need for a flawless event.

EVENT PLANNING CHECKLIST

- Establish an extensive checklist & timeline mapping out what tasks need to be completed leading up to the event to ensuring every detail is discussed and covered

VENUE & VENDOR RECOMMENDATIONS/MANAGEMENT

- Provide you with a curated list of recommended venues & vendors based on your event needs, budget, and style (as needed)
- Serve as the point of contact for all venue & vendor communication
- Managing and coordinate your selected vendors as agreed upon in the your contracted packages & services ensuring they are aware of their responsibilities
- Collaborate with your selected venue and vendors to create a comprehensive timeline for the entire event

BUDGET MANAGEMENT

- Providing guidance on budget allocation and suggestions to maximize resources for optimal results.

ON SITE MANAGEMENT

- Conducting "day of" rehearsals and final details meetings for your event to ensure all participants are prepared and aware of their roles.

PRE-EVENT CONSULTATIONS/MEETINGS

- 5 - Sixty (60) Minute Virtual Meetings to go over all the fine details of your event
- 1 - In Person Meeting to go over all the final details of your event (based on the availability & location of both the Client and the Planner. If an "In Person" meeting cannot be conducted prior to the event, the Client can opt for a virtual meeting)

REVEL

FULL PLANNING

Ideal for clients seeking comprehensive event planning services. From conceptualization and design to vendor coordination and on-site management, we handle every detail to ensure a stress-free and unforgettable event experience.

EVENT DESIGN/THEME & BUDGET DEVELOPMENT

- Establish an extensive checklist & timeline mapping out what tasks need to be completed leading up to the event to ensuring every detail is discussed and covered
- Collaborating with you to create a cohesive and personalized event design, including color schemes, decor, and overall aesthetic.
- Assistance & Guidance in creating Event Website, Invitation Suites & Signage to ensure your event has one cohesive look (note: we offer digital designs via Canva & can offer event printing services at additional cost)
- Assisting with creating a realistic budget, allocating funds for various aspects of the event, and monitoring expenses throughout the planning process.

LOGISTICS

- Handling logistical aspects such as guest list management, RSVP tracking, seating arrangements, transportation, and accommodations.

VENUE & VENDOR SOURCING/MANAGEMENT

- 2 rounds of personalized venue & vendor recommendations tailored to your preferences
- Access to our extensive network of local vendors and connections
- Schedule & attend tours and consultations with venues and vendors
- Negotiate contracts on your behalf to ensure the best value for your budget
- Serve as the point of contact for all venue & vendor communication
- Collaborate with your selected venue and vendors to create a comprehensive timeline for the entire event

ON SITE & POST EVENT MANAGEMENT

- Conducting "day of" rehearsals and final details meetings for your event to ensure all participants are prepared and aware of their roles.
- Assisting with post-event tasks like vendor payments, returning rentals, and providing a recap of the event.

PRE-EVENT CONSULTATIONS/MEETINGS

- Unlimited Monthly Virtual & In Person Meetings as needed leading up to your Event

OUR PROMISE

TO ALL OUR CLIENTS

We maintain an unwavering commitment to excellence with every client. We approach each event as if it were our own, reflecting our deep appreciation for being entrusted with your celebration. That's why we proudly offer the following standards across all our services.

YOUR EVENT PLANNING TEAM

We take pride in our growing LSC Family (and that includes you!) Your event team includes:

- Event Planning with our Founder, Eli Bulay: Dedicated event planning to guide you through every step of the planning process and offer expert advice and support
- A Lead Day of Coordinator: Expert day-of coordination to oversee all aspects of your event and ensure everything runs smoothly (set up & breakdown services included)
- An Assistant Day of Coordinator: Additional support on the day of your event to assist with logistics and coordination (set up & breakdown services included)

YOUR ULTIMATE EVENT GUIDEBOOK, SPREADSHEETS & TOOLS

Comprehensive guidebook containing essential event planning resources, including:

- Planning Checklists & All Our Tips on How to Make the Right Event Planning Decisions
- Mood board to capture your event vision & design
- Venue & vendor lists including overviews, contact information & contracted services
- Customized floor plan for your venue layout
- Detailed timeline outlining the flow of your event

SEAMLESS COMMUNICATION AND SUPPORT

We prioritize your convenience and peace of mind throughout the entire planning process. As part of our services, you'll receive:

- Unlimited Email Access: Stay connected with our team effortlessly. You can reach out to us anytime via email, and we'll respond promptly to address your questions, provide updates, or discuss any concerns you may have.
- Phone and Text Availability: We understand the importance of direct communication. With us, you'll have the added benefit of calling or texting our team. Whether you have a last-minute idea, need immediate assistance, or simply want to chat about your event, we're here to support you every step of the way. Please note that our team may also be making other people's events come to life (especially on weekends) and will respond at their earliest convenience to assist you.

By offering seamless communication channels, we ensure that you're always informed, involved, and at ease. We value your needs and are committed to providing exceptional service, ensuring a stress-free and enjoyable planning experience for you.

ULTIMATE

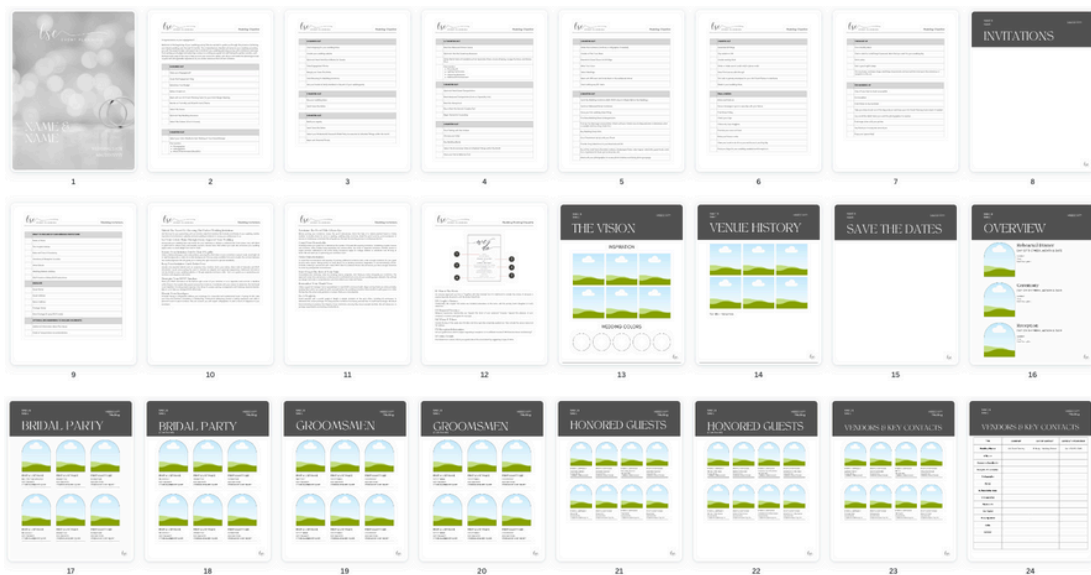
EVENT GUIDE BOOK

All our clients receive an ultimate event guidebook (digital & printed) capturing every aspect of their event, featuring custom pages such as planning checklists and expert tips. From mood boards to venue and vendor lists, it ensures a comprehensive overview of your event, complete with a customized floor plan and detailed timeline.



@Brad Resnick Photography

(LSC)'s meticulous attention to detail was evident in the comprehensive booklet (they) provided, containing headshots, color schemes, schedules, and answers to every conceivable question that could arise from vendors, family members, or even our makeup artists, who unanimously agreed that (LSC) was the most organized planner they'd ever worked with...Their utility belt truly seemed like Mary Poppins' bag. I kid you not. It contained everything.." -Marilyn Clark, 2024 Bride



YOUR INVESTMENT

2025-2026 PRICING

10% OFF
any package!
(must book by
12/31/2024)

ELEVATE	INSPIRE	REVEL
Month of Coordination (4 Weeks of Planning Services)	Partial Planning	Full Planning
Total Investment: \$2,750.00	Total Investment: \$4,000.00	Total Investment: \$6,750.00

PAYMENT STRUCTURE

At LSC Event Planning we understand that planning your event involves careful financial considerations. That's why we are pleased to offer three convenient and flexible payment structures for our services. We believe that every host deserves their dream event without the stress. Our payment plan options allows you to spread the cost of our services over time and save for those "dream" detail items, making it easier for you to budget and manage your expenses.

Let us handle the logistics while you focus on creating unforgettable memories.

- Option 1: \$1,000.00 Initial Deposit + Three (3) Equal Installments Leading up to Event Date
- Option 2: 50% Initial Deposit + 50% Final Payment due 2 Weeks prior to Event Date

*TRAVEL FEES & OVERNIGHT ACCOMMODATIONS

Events Requiring Travel that is 25+ Miles from Hanover, NJ will include additional travel fees/overnight accommodations for all LSC Team Members where applicable.

- For weddings in Hudson County, NJ (Jersey City/Hoboken) - \$75 Travel Fee per Coordinator (fixed)
- For weddings in Manhattan and NYC Boroughs - \$150 Travel Fee per Coordinator (fixed)

*OTHER CONSIDERATIONS

For Events That Are 250+ Guests, an Additional Assistant Day Of Coordinator Required (\$750.00)

METHODS OF PAYMENT:

Cash, Check, Zelle/ACH, Venmo, Credit Card (all major forms accepted)



GRATEFUL



LSC EVENT PLANNING

Embarking on the journey of LSC Event Planning, I never anticipated the overwhelming love and support from our community. It's a profound honor not only to transform our clients' dream events into reality but also to forge lifelong friendships along the way.

-Elisha Bulay, Founder



@Michael J Ramos Photography

"I'm incredibly grateful that God led me to LSC. Whether you need assistance for the entire event or just the day of, I wholeheartedly recommend LSC. Their grace and talent shine through in every aspect, making them worth every penny. Trust me, hiring LSC will grant you the peace of mind you deserve on your big day—they've become an unforgettable part of our memories." -Martha DeVilmé (2023 Bride)

"...Eli could read our minds and came up with some very unique ideas when we didn't know what we wanted. (LSC) even created a guidebook for us that made it all so easy. Their professionalism and creativity made the entire planning process stress-free, and on the big day, everything was perfect. We couldn't have asked for a better planner."

-Luana Lye (2024 Bride)



@Michael J Ramos Photography

"The amount of hard work, time, thought, compassion, and energy (Eli) put into making our wedding day look and feel so spectacular is a true testament to her work ethic... She is absolutely the person you need to plan your events because she will not disappoint. She is genuine, kind, compassionate, selfless, and beautiful inside and out. Just book. You won't regret it!!!" -Amariah Nolzco (2023 Bride)



@Jennifer Sofia Studios

"5 stars all around! With a two-week heads up, (LSC) took on the helm of executing the design of my 30th birthday with impeccable organization and ease. I literally felt a huge relief come off my shoulders after our first call together. She had been nothing but prompt and thorough during the entirety of the process and day-of coordinating the event. Can't recommend Eli enough!" -Kathrene Binag (2023 Celebrant)



Read More of Our LSC Family's Reviews on [Google](#), [TheKnot](#) or [WeddingWire](#)!

NEXT STEPS

Designing Your Vision, Crafting Exceptional Events & Inspiring Lasting Experiences

Ready to be part of our LSC family? Send us an email at info@lsc-eventplanning.com or fill out our [contact form](#) on our website for a free initial consultation meeting with our Founder, Eli Bulay!

LSC EVENT PLANNING



@Jennifer Sofia Studios



@Timeless Photography & Film



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@Michael J Ramos Photography



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