



## Wedding Packages

### Month/Day of Coordination

**This package is for the bride who has planned her wedding weekend and wants to relinquish the responsibilities that would fall on her or her loved ones in exchange for a stress-free experience.**

*Prices Starting at \$1,800*

- Complimentary Consultation
- Advice Available Via Phone & Email
- Vendor Recommendations
- Face to Face Meeting, when Possible, to Go Over Final Event Details
- Confirm Contracts With Vendors One Month Prior to Wedding
- Attend Final Walk-Through of Reception Location, when Possible
- Create & Distribute Wedding Manifest to Vendors (Timeline, Room Layouts, Contact Info, Etc.)
- Rehearsal Coordination
- Wedding Coordinator on Wedding Day
- Supervise Vendor Setup at Ceremony & Reception Locations
- Attend to the Requests of the Bride & Groom As They Arise
- Distribute Boutonnieres & Bouquets to Wedding Party
- Setup of Personal Ceremony Items on Wedding Day (Guest Book, Programs, Sand Jar, Etc.)
- Setup of Personal Reception Items on Wedding Day (Special Photos, Seating Cards, Favors, Etc.)
- Troubleshoot Any Unexpected Occurrences with Bride & Groom's Best Interest in Mind
- Cue Ushers & Wedding Party for the Grand Entrance at Ceremony
- Assist Photographer in Gathering Family & Wedding Party for Photos
- Manage Timing & Execution of Reception Events (Entrance, First Dance, Etc.)
- Distribute Final Payments and/or Gratuities to Vendors on Wedding Day
- Organize & Deliver Personal Items Following the Wedding to a Designated Location
- Full Use of Wedding Day "Emergency Kit"

### Planning Assistance & Coordination

**This package is for the bride who has begun the planning process, but wants assistance in selecting and managing vendors, and advice on creating the wedding of her dreams.**

*Prices Starting at \$3,000*

- Everything in the Month/Day of Coordination Package PLUS:
  - Establish & Maintain Month to Month Planning Timeline
  - Venue Recommendations for Ceremony & Reception
  - Vendor Recommendations Specified to Your Budget
  - Act as Liaison Between Bride/Groom and Vendors
  - Assist Bride/Groom in Negotiating Vendor Pricing and Contracts
  - Track Vendor Payment Due Dates
  - Offer Proper Etiquette for Any Given Situation
  - Attend Final Vendor Meetings with Caterer/Venue and Florist
  - Deliver Out of Town Guest Gift Bags to up to Three Hotels



### **Full Planning & Coordination**

**This package is for the bride who wants assistance in planning her wedding from start to finish. We will be by your side as you select venues, vendors and everything in between.**

*Prices Starting at \$4,800*

- Everything in the Month/Day of Coordination & Partial Planning Packages PLUS:
  - Budget Development and Tracking
  - Conduct On-Going Monthly Planning Meetings
  - Brainstorm Ideas for Wedding Decor Design (Color Palette, Unique Personal Touches, Theme, Etc.)
  - Arrange & Attend Vendor Meetings
  - Assist with Wedding Menu & Beverage Selection
  - Assist with Selection of Rental Items to Enhance Décor Design
  - Assist with Selection/Design of Print Items (Save-the-Dates, Invitations, Programs, Etc.)
  - Coordinate Hotel Block & Transportation for Out-of-Town Guests
  - Return all Vendor Items (Linens, Tuxedos, Gown or Bouquet Preservation, Etc.)

### **A La Carte Items**

**These items may be added to any of the above packages for an additional fee.**

*Prices Starting at \$500*

- Assist with Rehearsal Dinner (Location, Menu, Pricing)
- Assist with Additional Wedding Event (Brunch, Bridal Luncheon, Welcome Party, Etc.)
- Assist with Weekend Excursions/Outings for Out of Town Guests (Golf, Spa, Etc.)

### **Travel Accommodations**

**We are willing to come to YOU! Should you be planning a destination wedding or a wedding that is not in the Orlando/Tampa area, we will travel for the following rates:**

- 56.5 Cents Per Mile (IRS standard mileage rate for business travel)
- OR a Rental Car and Gas Expenses
- Roundtrip Airfare if Destination is Not within Five Hours Driving Distance
- Hotel Accommodations for at Least Two Nights (Rehearsal & Wedding Days) at a Location in Proximity to Events