



Services

DAY-OF COORDINATION

Month-of Communications

Unlimited contact via email starting 8 weeks prior to the event

Ceremony + Reception Site Walk-Through

Final walk-through of your ceremony & reception site to gather all logistics for the day of your event

Timeline Development & Distribution

Correspond with you & your vendors to construct a detailed timeline for the day of your event as well as distribute the finalized timeline to all vendors prior to the day of your event

Rehearsal Coordination & Instruction

Up to 1 hour

Wedding Day Management

Lead planner is on-site for up to 10 hours to supervise installation as well as troubleshoot & manage the day from start to finish. Additional time may be added if necessary.

Decor Setup

Set up & break down of personal decor items

Associate Planner

2nd coordinator on site for wedding day

Point of Contact

Primary contact for all vendors one week prior to event

Vendor Payments

Distribute any final payments due to vendors

\$1,300

PARTIAL PLANNING

Communications

Unlimited contact with your planner via email as well as up to 5 in-person consultations

Vendors

Vendor recommendations that we feel may be the best fit for your event as well as a review of all contracts before you sign

Planning Checklist

Access to our full planning checklist & assistance through the planning process including reminders of vendor payments & deadlines, etc.

Website

Optional customized wedding website

Guest Accommodations

Assist with details for out-of-town guests including room blocks & welcome bags

Budget

Assistance with budget decisions

Point of Contact

Primary contact for all vendors throughout the entire planning process

Day-of Coordination

Everything listed under the Day-of package

\$2,800

CONSULTING

Perfect for those on a tight budget, but need some help through the planning process. We offer in-person consultations by the hour for **\$75**.

You can choose to have unlimited contact with us via email to guide you through your planning. Pricing for this option is dependent upon how far out you are from your event date.

CEREMONY DIRECTING

Communications

Unlimited contact via phone & email beginning 2 weeks prior to event

Rehearsal Coordination & Instruction

Up to 1 hour

Ceremony Management

Direct & manage the time leading up to the ceremony & the ceremony itself. (Up to 3 hours)

\$350

RECEPTION MANAGEMENT

Communications

Unlimited contact with your planner via email 30 days prior to event

Reception Site Walk-Through

Up to 1 hour

Timeline Development & Distribution Management

Supervise, manage & troubleshoot installation of your reception and the reception itself for up to 7 hours of total management time. Additional time may be added if necessary.

Point of Contact

Primary contact with your vendors one week prior to your event

\$550

WE WANT TO GAIN YOUR CONFIDENCE THAT ASHLEY RAE EVENTS IS RIGHT FOR YOU. IT IS IMPORTANT THAT YOU KNOW HOW PASSIONATE WE ARE ABOUT MAKING YOUR DAY EVERYTHING YOU HAVE IMAGINED IT TO BE AND MORE.

WE DO OFFER A COMPLIMENTARY CONSULTATION TO NEW COUPLES BEFORE YOU BOOK, WE WILL SEE HOW FAR ALONG YOU ARE IN THE PLANNING PROCESS AND WHAT YOU BOTH HAVE IN MIND FOR YOUR WEDDING DAY.

We look forward to working with you!