



Jennifer L. Bennett/M:615.390.8913/jbennett@jlaineevents.com

**Show Time!**  
**(Day of Coordination)**  
*Starting at \$950.00*

- Customized ceremony and reception timeline, which is then distributed to all contracted vendors.
- Supervision of venue set up—ensuring that all table numbers, place cards, programs, wedding favors are correctly placed.
- On-site coordination and management of entire wedding day.

**Simply Sophisticated**  
**(30-Day)**  
*Starting at \$1,275.00*

- Initial and final consultation with bride and groom.
- Information on wedding etiquette.
- Customized ceremony and reception timeline, which is then distributed to all contracted vendors.
- Manage and disburse all final vendor payments
- Supervision of venue set up--ensuring that all table numbers, place cards, programs, wedding favors are correctly placed.
- On-site coordination and management of entire wedding day.

**Polished & Poised**  
**(60-Day)**  
*Starting at \$1,650.00*

- Initial consultation with bride and groom
- Unlimited emails and phone calls for the 3 months leading up to the wedding.
- Research and visiting wedding vendors.  
*(Includes research to determine if vendors are available, their pricing, and assist with comparing vendors. Contract negotiation as necessary.)*
- Review and proof BEO (Banquet Event Order) provided by catering manager.
- Manage and disburse all final vendor payments.
- Customized ceremony and reception timeline, which is then distributed to all contracted vendors.
- Supervision of venue set up--ensuring that all table numbers, place cards, programs, wedding favors are correctly placed.
- On-site coordination and management of entire wedding day.



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### Refined & Tasteful (90-Day)

Starting at \$2,075.00

- Up to 6 in-person meetings with unlimited emails and phone calls during the 6-month period leading up to your wedding.
- Provide a comprehensive list of my preferred vendors for the couple to use.
- Visiting with up to 4 vendor categories together e.g. florist, DJ, cake, etc. *(Includes research to determine if vendors are available, their pricing, and assist with comparing vendors. Contract negotiation as necessary.)*
- Assistance with preparing and understanding a budget.
- Assist with selection of wedding attire and accessories, accompaniment to fittings if desired.
- Meet at venue to go over decor elements, speak to venue manager, etc.
- Final meeting during wedding month/week prior to wedding, review all wedding details with you.
- Contact and confirm delivery, setup, payment, and expectations (yours and theirs) with all vendors.
- Final walk-through at selected sites the month of the wedding.
- Collection and inventory of wedding items to be setup on wedding day, e.g. candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc. This does not include, however, all wedding décor.
- Review and proof BEO (Banquet Event Order) provided by catering manager.
- Manage and disburse all final vendor payments.
- Customized ceremony and reception time-line, which is then distributed to all contracted vendors.
- Supervision of venue set up--ensuring that all table numbers, place cards, programs, wedding favors are correctly placed.

### Overall Elegance

(120+)

Starting at \$2,725.00

- Unlimited in-person consultations/meetings as well as phone and email correspondence.
- Monthly checklists that will keep you on track.
- Invitations, décor, selecting vendors and venue, tastings, etc., I am with you the whole way.
- Attendance up to 3 vendor appointments per month, leading up to event. *(Includes research to determine if vendors are available, their pricing, and assist with comparing vendors. Contract negotiation as necessary.)*
- Assist with invitation selection if desired.
- Assistance with tracking RSVPs. Assistance with preparing and understanding a budget.
- Assist with selection of wedding attire and accessories, accompaniment to fittings if desired.
- Meet at venue to go over decor elements, speak to venue manager, etc.
- Final meeting during wedding month/week prior to wedding, review all wedding details with you.
- Contact and confirm delivery, setup, payment, and expectations (yours and theirs) with all vendors.
- Final walk-through at selected sites the month of the wedding.
- Collection and inventory of wedding items to be setup on wedding day, e.g. candles, photographs, guest books, wedding favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc. This does not include, however, all wedding décor.
- Manage and disburse all final vendor payments.
- On-site coordination and management of entire wedding day.
- Customized ceremony and reception time-line, which is then distributed to all contracted vendors.
- Supervision of venue set up--ensuring that all table numbers, place cards, programs, wedding favors are correctly placed.