

# Ericka Orenstein

Wedding & Event Planning

| Wedding Package   | Description  | Hours Included   | Starting Price   |
|---|--|--|--|
| <p><b>DAY OF WEDDING AND REHEARSAL COORDINATION:</b></p> <p>For couples who have their big day planned, but wish for someone to manage the day of so the bridal party and family can relax, and enjoy!</p> <p><i>*Package includes at least 1 meeting 4-6 weeks before wedding date</i></p>                                     | <p><b>REHEARSAL:</b></p> <ul style="list-style-type: none"> <li>• Entire coordination of rehearsal with all participating in the wedding. Finalizing itinerary, and day of checklist</li> </ul> <p><b>WEDDING DAY &amp; RECEPTION:</b></p> <ul style="list-style-type: none"> <li>• Check in with vendors, greet, manage all deliveries, and finalize any payments.</li> <li>• Make sure ceremony and reception areas are set-up as you planned</li> <li>• Assist bridal party in getting ready with outfits, flowers, corsages etc.</li> <li>• Manage bridal party during the ceremony to assure the walk down the isle is timed perfectly and runs smoothly</li> <li>• Make sure transportation is running on time</li> <li>• Collect all gifts, personal items, cameras, guest books etc. and have them delivered to a pre-arranged spot</li> <li>• Provide a stress-free and fun day for the bride and groom!</li> </ul> | <p><b>REHEARSAL:</b><br/>Up to 3 hours</p> <p><b>WEDDING DAY:</b><br/>Up to 10 hours</p> | <p><b>\$670.00</b></p> <p>*Deposit of \$300 required at time of booking</p> <p>*\$45/ hr after the hours limit is met</p>  |
| <p><b>PARTIAL WEDDING PLANNING &amp; DAY OF SERVICE:</b></p> <p>For couples who have already established major parts of planning such as the venue, ceremony etc. and may need help executing their ideas. This also covers all the easily missed details</p> <p><i>*Package includes day of coordination and rehearsal</i></p> | <ul style="list-style-type: none"> <li>• Includes at least 3 meetings with the client</li> <li>• Assists in booking vendors that are still needed</li> <li>• Follow-through with vendors to ensure everything is correct</li> <li>• Creates itineraries for vendors and all wedding participants</li> <li>• Guides the couple through planning all the small details they may have missed</li> <li>• Assists with budget</li> <li>• Assists with the decor design and planning</li> </ul>  | <p>Up to 30 hours</p>  | <p><b>\$1600.00</b></p> <p>*Starting rate above is subject to change depending on what services are needed. All that is described for the package is guaranteed</p> <p>*Deposit of \$600 required</p> <p>*\$45/hr after the hours limit is met</p> |
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| <p><b>FULL SERVICE WEDDING COORDINATION:</b></p> <p>For the couple that wishes for guidance from start to finish, including all details!</p> <p><b>*Package includes day of coordination and rehearsal</b></p> | <ul style="list-style-type: none"> <li>● Includes at least 3 meetings with the couple, and at least 1 meeting with each vendor</li> <li>● Not only assists in booking all meetings and appointments with vendors but also attends with the couple or on their behalf</li> <li>● Finds and books venue with any additional seating or table arrangements</li> <li>● Helps create and manage budget</li> <li>● Assists with theme, decor and catering of the wedding</li> <li>● Includes 250 wedding invitations and thank you cards of couples choice</li> <li>● Manages invitations, planning and RSVP tracking</li> <li>● Assists with wedding attire selection, and floral arrangements</li> </ul> | <p>Up to 70 hours</p> | <p style="text-align: right;"><b>\$3000.00</b></p> <p>*Starting rate above is subject to change depending on what services are needed. All that is described for the package is guaranteed</p> <p>*Deposit of \$1500 required</p> <p>*\$45/hr after the hours limit is met</p> |
| <p><b>STANDARD EVENT PLANNING:</b></p> <p>For anyone who needs full service planning of an event such as birthday parties, baby showers, etc.</p> <p><b>*See event planning checklist</b></p>                  | <ul style="list-style-type: none"> <li>● Assists the client in finding and booking a venue</li> <li>● Helps create and manage budget</li> <li>● Assists with decor and catering of the event</li> <li>● Includes 50 invitations and thank you cards of client's choice</li> <li>● Manages invitations, planning and RSVP tracking</li> </ul>   | <p>Up to 10 hours</p> | <p style="text-align: right;"><b>\$400.00</b></p> <p>*Starting rate above is subject to change depending on what services are needed. All that is described for the package is guaranteed</p> <p>*Deposit of \$200 required</p> <p>*\$45/hr after the hours limit is met</p>   |

**IF A PACKAGE DOES NOT APPLY TO YOU,**

I WILL CHARGE BY THE HOUR WITH A \$250 DEPOSIT AT TIME OF BOOKING OUR FIRST MEETING. THIS DEPOSIT COVERS THE FIRST 5 HOURS OF PLANNING AND TRAVEL FEES. AFTER THE 5 HOURS ARE MET I CHARGE \$45 PER HOUR.