



Events by Nessa

Packages

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Packages Available

Events by Nessa provides our clients with high quality and personalized service to meet their needs. Our goal is to make you a guest at your own event while we take care of everything for you. Below is a brief summary of some of our Wedding and Event Planning Packages. These prices are for a guest count up to 100 and ceremony and reception at one location. Please contact us for detailed package information.

Day of Coordination

You worked so hard planning your big day, now it is time to let us bring your vision into reality while you relax and enjoy your day. With this package, we help manage your vendor, help with setup, ceremony coordination and manage the reception smoothly. We are committed to you our client and your guest experience; our day of coordination package is exclusive to your needs.

Finishing Touches (Month of Coordination)

Let us help you put all the finishing touches together. Our month of coordination starts six weeks before your big day. This package is for the client that has started the planning process. You have a venue, most vendors and perhaps a vision for your event. Things are moving along but you need help getting to the finish line. This package includes Day of Coordination.

The Elegant Bride (Partial Planning)

We will help you get started and put all the finishing touches together. This package is for the client who has not started the planning process. You need help with venue selection, vendor referrals and perhaps need help bringing your vision to life. Things may or may not be moving along but you need help getting to the finish line. This package includes Day of Coordination.

The Princess Bride - Full Service

Let us indulge you through the process. This package is for the client who is pressed for time, just started planning or simply is not up for the wedding planning task. You need help from beginning to end. Allow us to do the groundwork, from start to finish. We will pamper you throughout this process. This package includes Day of Coordination

Other Special Moments

Special Events such as Baby Shower, Bridal Shower, Anniversary and Birthday Parties

Day of Coordination Package

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- Two consultation appointments as the wedding day approach (typically scheduled within four weeks of the wedding day). These meetings are necessary to accurately communicate your vision.
- Ongoing and unlimited contact with your wedding planner via phone and email
- Coordination of your rehearsal and ceremony
- Decorating of your ceremony and reception (making sure EVERYTHING is as you've planned), overseeing table set up, placement of seating cards, centerpieces, favor table or favors set out, decoration of gift table, cake table, head table.
- Preparation of a personalized and very detailed wedding day itinerary
- Confirmation of all vendors
- Delivery of the itinerary to all vendors and the wedding venues – making sure everyone is “on the same page” and that there isn't any confusion, explanation of itinerary to bridal party at rehearsal
- Depending on the size of the wedding one or two coordinators the day of wedding (we are by your side for any last minute “emergencies”)
- Cleanup of the reception and all personal items (centerpieces, cake server, toasting glasses, gifts, etc.)

Day of Coordination - Finishing Touches Package

This package is for the bride who has booked all vendors and needs a planner to help close any gaps in the planning process. Events by Nessa will coordinate with the vendors from six weeks before the big day making sure you can relax during the final weeks of your event.

Making sure that you, your beloved and family are comfortable and have all the attention and service you need while getting ready for the big day.

Includes Day of Coordination and the following:

- Distribution of final payments and gratuities to all vendors
- Essential wedding day emergency kit
- Assisting with distribution and pinning of all corsages, boutonnieres, wedding flowers and flower baskets
- Ensuring proper placement of seating cards, wedding favors, programs, menu cards, etc.
- Greeting your guests and directing them to ceremony area, cocktail hour and reception
- Lining up and cueing wedding party for processional
- Ensuring you and your bridal party are prepared for post-ceremony formal pictures
- Greeting you and your beloved with your favorite drink as you arrive at your reception site
- Ensuring you, your groom and bridal party enjoy the cocktail hour hors d'oeuvres
- Ensuring your music entertainment is prepared for your entrance and has correct pronunciation of the names of members of your bridal party
- Ensuring you and your groom have a fabulous time at your reception!

The Elegant Bride

We will help you get started and put all the finishing touches together. This package is for the client who has not started the planning process. You need help with venue selection, vendor referrals and perhaps need help bringing your vision to life. Things may or may not be moving along but you need help getting to the finish line. This package includes Finishing Touches package and Day of Coordination.

It also includes

- Prepare project plan (month-to-month checklist of tasks for each month between now and the wedding)
- Unlimited meetings and phone calls necessary to plan and evaluate all wedding details
- Provide all vendor referrals. Schedule and attend all vendor selection appointments per below list:
Ceremony & Reception Sites, Caterer (if applicable), Bride's Gown, Band, Photographer, Videographer, Florist, Linen Provider, Cakes
- Book the following: Ceremony Musicians, Cocktail Hour Musicians, Lighting Provider, Specialty Rentals (Chiavari chairs, lounge furniture, etc.), Security (if applicable), Valet (if applicable), Hair and Makeup for Bride and Bridal Party

The Princess Bride Full Service

Pre-Wedding

- Develop budget breakdown and manage wedding costs
 - Provide corresponding budgets to vendors
 - Negotiate contracts
 - Manage budget and provide updates

- Prepare project plan (month-to-month checklist of tasks for each month between now and the wedding)
- Unlimited meetings and phone calls necessary to plan and evaluate all wedding details
- Provide all vendor referrals. Schedule and attend all vendor selection appointments per below list:
Ceremony & Reception Sites, Caterer (if applicable), Bride's Gown, Band, Photographer, Videographer, Florist, Linen Provider, Cakes
- Book the following: Ceremony Musicians, Cocktail Hour Musicians, Lighting Provider, Specialty Rentals (Chiavari chairs, lounge furniture, etc.), Security (if applicable), Valet (if applicable), Hair and Makeup for Bride and Bridal Party

Once all vendors are chosen:

Ongoing phone calls, correspondence, and meetings as necessary to plan all details and confirm all vendors

- Procure hotel room block agreements
- Management of RSVP's
- Assist with save the dates and invitations selection
- Coordinate and attend menu tasting. Assist with menu design, timeline discussion, and room layout development.
- Coordinate and attend mock table setting. Facilitate delivery of sample floral centerpiece, chairs, chargers, linens, and specialty china.
- Schedule and attend ceremony music meeting. For any ceremony location, assist with music selection. Afterwards, prepare timeline draft, and facilitate any necessary proof revisions and program production.
- Schedule bridal portrait session and corresponding hair and makeup sessions. Order portrait bouquet and schedule dress pickup. Deliver gown and bouquet to bride's dressing site.
- Develop ideas for favors and favor packaging. Order favors and packaging as requested.
- Schedule transportation (limousines, exit cars, shuttle buses, airport transportation, specialty vehicles)
- Facilitate the production of all items needed for seated reception (escort cards, menu cards, table numbers, etc.)
- Provide final headcount to catering manager by the due date and reconcile needed quantities of centerpieces, linens, chairs, menus, programs, and favors.

- Plan ceremony and discuss family information, pew seating, processional and recessional order
- Prepare detailed wedding day itinerary; distribute to all vendors.
- Pick up all personal items from the bride (guest book, pen, bridal portrait, toasting flutes, sign-in book, cake knife, menu cards, table numbers, escort cards, favors, programs, etc.) and transport to ceremony and reception venue where appropriate. Set up these items on event day.
- Prepare bridal party itinerary and distribute at rehearsal. Discuss high points at rehearsal so that all needed bridal party is aware of wedding schedule.
- Develop out-of-town guest welcome letter, itinerary, map, and directions to rehearsal dinner, ceremony, reception, and any other special locations, as well as "Things to Do in Houston" List. Send this to Client for inclusion in welcome bags or distribution at hotel check-in desk.
- Attend ceremony rehearsal and coordinate ceremony
- Arrange for wedding day prep-time food and beverages for bridal party
- Arrange for any special requests (champagne for couple's drive from ceremony to reception, cake and to-go box sent to couple's honeymoon suite, etc.)
- Shop for, assemble, and deliver to hotels the out-of-town guest welcome baskets (outfitted with welcome letter, schedule, directions and "Things to Do in Houston" list)
- Coordinate and manage all components of your choice of **two (2)** of the following peripheral events:
 - Engagement Party
 - Engagement Brunch
 - Bridesmaids' Luncheon
 - Spa Party
 - Rehearsal Dinner
 - Farewell Brunch
 - Bachelorette Party
 - Bachelor Party or Other Groom's Party of Choice (casino party, golf outing, fishing trip, brewery tour, grooming appointments)
- Attend ceremony rehearsal and coordinate ceremony
- Arrange for food and beverages for bridal party during pre-ceremony preparations
- Coordinate any special requests (champagne during couple's drive from ceremony to reception, cake and/or "late night snacks" sent to couple's honeymoon suite, etc.)

Wedding Day

Complete wedding day coverage

- Manage wedding day timeline
- Manage vendor set-up at ceremony and reception venue
- Setup alphabetized escort cards, guest book, and pen, bridal portrait or other special photos, toasting flutes, cake knife & server, table numbers at reception site

- Distribute vendor balances
- Coordinate transportation
- Manage hair and makeup schedule
- Deliver bridal gown to ceremony site
- Assist bride and wedding party in dressing room prior to ceremony
- Deliver wedding programs to ceremony site
- Distribute personal flowers (bouquets, boutonnieres, corsages, etc.)
- Coordinate and time ushers, house party, readers, ceremony musicians, parents/grandparents, bridesmaids, groomsmen, and bride and groom
- Check couple into honeymoon suite; arrange for overnight bags to be delivered to room
- Bustle bride's dress and arrange for refreshments upon couple's arrival to reception
- Coordinate entertainment and all announcements and events throughout evening (special dances, cake cutting, toasts, bouquet toss, couple's exit, etc.)
- Collect all gifts and personal items
- Decorate honeymoon suite

Post Wedding

- Pick-up tuxedo rentals from designated hotel and return to rental location
- Pick up bride's dress and take for cleaning or heirloom preservation
- Return cake rental items (plateau, cake boards, separator plates, etc.)
- Return gifts and personal items to bride and groom or designated representative