



The Complete Package

"Your New Best Friend"

Designed for those with highest expectations and design executions. Ideal for busy and/or out of town clients who may be unavailable to handle every detail and need more creative attention.

Service overview:

- ✦ Design meeting to discuss style, theme, color combinations, décor concepts and execution
- ✦ Unlimited consultation with Planner via telephone and/or email and venue walkthroughs (dependent on venue availability)
- ✦ Complete management of budget (i.e. establish comprehensive tracker highlighting all vendor activities, review of all contracts/orders to avoid hidden fees or forgotten items)
- ✦ Oversee selection process of vendors/services (i.e. aid in contract negotiations, appointment set-ups, and facilitate communication)
- ✦ Décor assistance (i.e. sourcing items and/or minimal DIY if needed)
- ✦ Assist in sourcing of invitations, favors, gifts, etc. (DIY available if needed)
- ✦ Work with caterer to customize menu tailored to your event
- ✦ Assist with coordination and contracting of transportation for wedding party and guests
- ✦ Develop a custom, comprehensive event timeline for your day distributed to all vendors
- ✦ Complete liaison for vendor communication regarding event details, itinerary, day of oversight, and distribution of final payments
- ✦ (1) Additional day of assistant included
- ✦ Provide and outsource support staff (i.e. manual labor) for assistance at an additional fee

Starting Rate: \$8,000*

* Exact pricing dependent on venue location, venue scouting, guest count, vendor selections, and scope/complexity of production



The Shadow Package

“Your Secret Weapon”

Designed for those who want to lead their planning process but require the support of an expert to assist and implement important decisions.

Service overview:

- ✦ Detailed meeting to discuss style, theme, color combinations, and design concepts
- ✦ Two venue walkthroughs (dependent on venue availability)
- ✦ Help establish budget foundation
- ✦ Professional outside vendor referrals upon request
- ✦ Décor assistance (i.e. sourcing items and/or minimal DIY if needed)
- ✦ Assist with coordination and contracting of transportation for wedding party and guests
- ✦ A custom, comprehensive event timeline for your day distributed to all vendors
- ✦ Facilitate vendor communication regarding event details, itinerary, day of oversight, and distribution of final payments
- ✦ Planner to be present on day of to manage event and ensure timelines are followed
- ✦ Provide and outsource support staff (i.e. manual labor) for assistance at an additional fee

Starting Rate: \$6,000*

* Exact pricing dependent on venue location, venue scouting, guest count, vendor selections, and scope/complexity of production