



## 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