

To my newly engaged couple:

Hello and Congratulations!

My name is Alyssa Glenz and I'm the founder and Event Coordinator of Pretty Petal Occasions. I love assisting couples as I've been doing now for over 15 years being familiar with the bridal industry! My favorite moment in a wedding is seeing my couple smile! I would love to be a factor for you to be absolutely pleased with the fullest opportunity! What an absolute honor!

Now, *your* special day is here and around the corner! The both of you are preparing for the *most* important milestone of your lives! Pretty Petal Occasions has a mission and goal to not only help you stay organized from the day you say, "I Do!", but to help create a magical moment that you both will embrace for the rest of your lives! We offer a few packages that are not only affordable and simple, but serve a purpose and that is to make *your* day special and unique without losing time and memories with your fiancé and closest relatives!

OUR goal is to relieve you of your wedding day preparations, because I was a bride once too, and I know how stressful that can be! I would love to assist anyway I may!

We look forward to providing you with our professional services!

Truly Yours,

Alyssa Glenz

Event Coordinator; Pretty Petal Occasions

Day of Coordination Service Only

Great package for bride and groom that have everything ready to go! Just need assistance hosting and guiding vendors for their special day!

Starting at \$575* (5 to 8 hours)

Up to 20 miles travel

Rehearsal Service Dinner appearance/ assistance available**

Emerald Package

This package comes with a complimentary bridal portfolio organizer to assist with a focused timeline and wedding specifics up to the date of wedding

Up to 2 (complimentary) in-person meetings; unlimited phone calls and emails

Assistance with locating wedding reception venue

Going over theme, color palate, style, floral

Reviewing and Tracking budget

Calling your vendor list (1-2 weeks in advance) to follow-up and make sure all will arrive promptly on your wedding day

Addressing and mailing save-the-dates

Venue layout assistance

Day of Coordination Assistance (up to 5 hours)

(Starting at \$750*)

Sapphire Package

Complimentary Engagement/Couple Photo Session (Chosen from our VIP list)

Complimentary personal wedding portfolio and organizer to assist with a focused timeline and wedding specifics up to the date of wedding

Reviewing Budget, Color Palette, and Theme

Locating reception venue and two vendors of choice

Unlimited phone calls, emails, and 3 (included) in-person meetings

Rehearsal dinner attendance (1-2 hours up to 25 miles included)

Guest list management from beginning to the day of event (Ceremony Scheduling)

Assistance with Postal Reservations

Menu preparation (food, bar, and desert and cake options)

Program and Scheduling Organization

Beauty Appointment Assistance for Bridal Party

Hotel and Shuttle Planning

Seating chart assistance

Following through with all vendors chosen at least 10 weeks before event

Establishing a full-day ceremony schedule

Décor Set-up

Rehearsal Dinner and Day of Coordination Assistance (10-hours)

Extra fees may apply for mileage further than 25 miles and/or overnight stay or additional service hours requested

(starting at \$1800*)

Ruby Package

Complimentary Engagement/Couple Photo Session (Chosen from our VIP list)

Complimentary wedding organized personalized portfolio and organizer to assist with a focused timeline and wedding specifics up to the date of wedding

Complimentary Bridal Couple Website

Unlimited In-person and phone call Meetings, and emails

Full Vendor Assistance

Reviewing Color Palette, Budget, and Theme

Any Rental Assistance (Linen, Furniture, Shuttle etc.)

Guest list/ Hotel Arrangements/ Postal/ and Seating Chart Organization

Menus creation and assistance (food, bar, and desert and cake options)

Programs and Full Scheduling with Attendance for Rehearsal Dinner and Wedding Day

Vow assistance

Beauty Appointment Assistance (Trials and Day-Of)

Wardrobe Fitting Appointment Assistance

Full Décor and Linen Set-Up

Rehearsal Dinner and Day of Coordinator Service (Availability up to 14 hours total)

Extra fees may apply for mileage further than 25 miles and/or overnight stay or additional service hours requested

(starting at \$2850*)

Additional Services:

- Linens
- Floral
- Lighting....etc.

Definitely available! Please don't hesitate to ask!

Payments and Payment Arrangements:

40% down payment required at the time of contract to reserve wedding date; remaining balance can be broken down into other arrangements up to the day before the wedding; an agreement will be created between both parties.

Down payment is refundable before 35 days of signing our agreement. Labor fees may or may not be refunded after 35-day period.

Allow 3-4 weeks after cancellation to expect refund.

We accept Venmo, PayPal, Check, or Cash- Receipts will always be provided immediately after any transactions.

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