



Packages:

"Day of Coordination": \$2,500.00

- One consultation 2-3 weeks prior to the wedding day (up to 2 hours)
- Phone and email contact the week of your event
- Personalized comprehensive day-of timeline
- Confirmation of existing vendor contracts, including: arrival times, contract details and event timeline
- Facilitate Rehearsal if necessary (1 hour)
- One week prior to event - collection of all event items to be brought and set up on event day; all items constructed; price tags & wrapping removed (unity candles, guest book, favors, toasting glasses, cake server, alphabetized place cards, menu cards, etc.)
- Day of Coordination (up to 14 hours) with two on-site coordinators
 - Attend to bride, groom, family and wedding party
 - Coordinate vendor deliveries and set up
 - Distribute the day-of timeline to all vendors
 - Distribute final payments and gratuities if requested
 - Monitor the set up of the ceremony location
 - Supervise the Reception Site Set Up: guaranteeing all centerpieces, favors, place cards and décor are as discussed
 - Distribute corsages, boutonnieres, bouquets and flower baskets if requested
 - Cue and pace wedding party for processional
 - Assist with last minute hair/makeup touchups
 - Cue musicians for the processional
 - Assist with post-ceremony pictures
 - Coordinate with the band/dj for your entrance
 - On-hand throughout the night to address any issues that might arise
 - Access to our ClickIt Emergency Kit
- Delivery of event items (décor items, guest book, gifts, top tier of cake, souvenir programs, etc.) to the location of your choice within 3 days of event date (*additional charge may apply based on destination*)(1 hour of travel)



“More Help”: \$3,500.00

- Includes Vendor Recommendations, Monthly Click-Ins & Day-Of Coordination
- 1 Initial in-person consultation in order to get to know you as a couple and discuss your event details, needs and style (up to 2 hours)
- Phone and email contact with your planner throughout the planning process
- Design Suggestions based on your style and budget
- Vendor Recommendations – ClickIt Event Planning will present up to three vendor quotes within each category for your review. Our vendor selections will reflect your location, style and budget as well as our high standards of service. You are then free to contact each vendor directly to negotiate and confirm each contract.
- Monthly Click-In’s – Each month, ClickIt Event Planning will email you a detailed checklist outlining what we are working on as well as what you should be working on over the upcoming weeks. We follow up and track your progress. This keeps your to-do list manageable and prevents details from falling through the cracks.
- Day-Of Coordination – This packages includes all aspects of our “Day-Of Coordination” service.



“We’ll Handle It”: \$6,500.00

- This is our full service package. We handle it all!! This includes all aspects of our “More Help” & “Day-Of Coordination” Packages and then we take it even further.
- 1 Initial in-person consultation in order to get to know you as a couple and discuss your event details, needs and style (up to 2 hours).
- Unlimited phone and email contact with your planner throughout the planning process.
- Once vendor selections have been made, ClickIt Event Planning will act as a liaison between you and your vendors to negotiate and confirm all of your contracts.
- ClickIt Event Planning will create & order your rental list as well as any other special orders needed to make your day amazing!
- Up to 4 additional in-person consultations with you, at your venue or with vendors.

“A La Carte”: *billed at \$100/hour*

- Hotel Welcome Bags (design, assembly, delivery)
- Preparation of Event Items (constructing items, removing price tags, folding and alphabetizing table cards, etc.)
- Favor Assembly
- Additional In-Person Consultations
- Event Design
- Extended Consultations
- DIY Décor Set Up (arranging candles, flowers or other items typically arranged by florist or rental companies)
- DIY Décor Breakdown (packing candles, disposing of flowers or other items typically handled by florist or rental companies)