Heart and Arrow Event Planning

"Silver" – Week of Coordination

$450

For the Bride that has done all the work and now wants to just sit back and enjoy the wedding with her Groom!

- Consultation
- Unlimited phone and email communication starting 7 days prior to your wedding
- Coordination of your wedding rehearsal
- Organizing the wedding party processional + recessional
- Creation + distribution of vendor and wedding party itinerary
- Coordinate ceremony and reception setup + break down with vendors
- Décor management and setup *(up to 3 hours)*
- One Event Planner and one Assistant on site up until cake cutting

"Gold" – Planning + Coordination

$800

You've done most of the work but need someone to handle the final details and coordination to ensure a smooth and stress-free day!

- Consultation
- Unlimited phone and email communication starting two months prior to your wedding
- Face-to-face meeting at least one month prior to your wedding day
- Final venue walkthrough
- Coordination of your wedding rehearsal
- Organizing the wedding party processional + recessional
- Creation + distribution of vendor and wedding party itinerary
- Coordinate ceremony and reception setup + break down with vendors
- Décor management and setup *(up to 3 hours)*
- Distribution of wedding party flowers
- Distribution of final vendor payments and gratuities
- One Event Planner and one Assistant on site up until Bride + Groom departure

"Platinum" – Planning + Coordination

$2,200

You know what you want but want someone to be by your side to handle the "not-so-fun" parts of Wedding Planning and to offer tailored professional advice through the entire planning process.

- Consultation
- Unlimited phone and email communication from contract signing and receipt of deposit
- Personalized planning checklist and monthly calendars
- Creation and management of your budget
- Development of event layout and seating charts
- Vendor recommendations and selection assistance
- Single point of contact for all vendors
- Vendor contract review
- Preparation and management of vendor payment schedule
- (4) planning meetings *(clients choice – dress fitting, venue walk through, vendor meetings, etc.)*
- Décor selection assistance
- Assistance in assembling, mailing, and tracking of invitations and RSVPs
- Assistance in securing hotel rooms for the Bride + Groom as well as out-of-town guests
- Coordination of your wedding rehearsal
- Distribution of wedding party flowers
- Distribution of final vendor payments and gratuities

- Organizing the wedding party processional + recessional
- Creation + distribution of vendor and wedding party itinerary
- Coordinate ceremony and reception setup + break down with vendors
- Décor management and setup *(up to 3 hours)*
- One Event Planner and one Assistant on site up until Bride + Groom departure

"Diamond" – Planning + Coordination

$5,000

You don't want to lift a finger – and you shouldn't!

- Consultation
- Unlimited phone and email communication from contract signing and receipt of deposit
- Personalized planning checklist and monthly calendars
- Monthly conference calls to check in with planning
- Creation and management of your budget
- Development of event layout and seating charts
- Vendor recommendations and selection assistance
- Single point of contact for all vendors
- Vendor contract review and negotiation
- Conflict resolution
- Preparation and management of vendor payment schedule
- (10) planning meetings *(clients choice – dress fitting, venue walk through, vendor meetings, etc.)*
- Theme and concept development
- Planning and full design assistance
- Assistance with design and wording of stationary sets
- Assistance in assembling, mailing, and tracking of invitations and RSVPs
- Assistance in securing hotel rooms for the Bride + Groom as well as out-of-town guests
- Welcome basket assembly and delivery to resorts or hotel
- Assistance in planning one additional event *(rehearsal dinner, bridal shower, etc.)*
- Coordination of your wedding rehearsal
- Distribution of wedding party flowers
- Distribution of final vendor payments and gratuities
- Organizing the wedding party processional + recessional
- Creation + distribution of vendor and wedding party itinerary
- Coordinate ceremony and reception setup + break down with vendors
- Décor management and setup *(up to 3 hours)*
- One Event Planner and one Assistant on site up until all vendors depart

Event Planning + a La Carte

Contact us for pricing!

Are you planning an event or party? See a package that doesn't quite fit your needs? We can still help!

- Stationary suites
- Officiant
- Pre and post event activities
- Ideas and assembly of wedding favors
- Assistance with DIY projects
- Bridal Showers
- Bachelor / Bachelorette Parties
- Ceremony and/or Reception Only Coordination
- Birthday Parties
- Photo Shoots
- Anniversaries
- Cooperate Events
- Fundraisers
- Holiday Parties
- Destination Weddings