



## A Piece of Cake Event Planning Wedding Packages

### **Diamond** Wedding Package \$3500

*(Full wedding planning)*

Our “Diamonds are a Girl’s Best Friend” Wedding Package is for the couple who wants it all. We will be there planning and coordinating the entire event from your engagement to the end when you are whisked away on your honeymoon. The “Diamonds are a Girl’s Best Friend” Wedding Package includes all of the personalized services we offer. You will be so relaxed and pampered in your wedding planning that you will be as clear as diamonds for your wedding day.

#### Pre-Wedding Planning

- Meetings as needed, to go over wedding details, (i.e. design & décor, vendor duties, time-line of activities, vendor negotiations, etc.)
- Ceremony and reception site visit to discuss décor and wedding day expectations
- Assist with locating & contracting the perfect location
- Negotiate group room blocks for you and your guests, at conveniently located hotels
- Assist with coordinating and contracting transportation for you and your guests
- Create a comprehensive event time schedule for vendors and wedding party. Timeline will be provided one month before the wedding or unless other arrangements are made
- Provide professional vendor referrals and schedule bridal interviews
- Attend appointments with the bride as needed
- Assist with menu selection and catering negotiations
- Create a personal wedding checklist, so that nothing gets overwhelming and every detail is accounted for
- Unlimited recommendations and or suggestions (i.e. creative ideas, theme, budgeting, etiquette, and the wedding decor)
- Assist in developing out of town guest weekend itinerary if requested by the bride
- Assist with negotiations and selection process of professional vendors
- Provide company rentals at no additional cost
- Review vendor contracts and timing of events with all vendors
- Unlimited emails and phone calls

#### Wedding Weekend Activities

- Orchestrate your wedding rehearsal and organize your wedding party
- Decorate wedding ceremony and reception site.
- Meet with vendors when they arrive on wedding day and over see services
- Coordinate the wedding ceremony and get you down the aisle on time
- Manage the timing of events with your family, wedding party and vendors
- Coordination of reception
- Breakdown of wedding and assist with cleanup of wedding décor



## **Champagne** Wedding Package \$2300

*(Partial Wedding Planning)*

Our “Champagne” Wedding Package is for the couple that wants to be actively involved with their wedding planning, but desires professional planning assistance. With the “Champagne” package you will be able to relax during your wedding planning process so you can better enjoy your champagne.

### Pre-Wedding Planning

- Three meetings to go over wedding details, (i.e. design & décor, vendor duties, time-line of activities, vendor negotiations, etc.)
- Ceremony and reception site visit to discuss décor and wedding day expectations
- Create an event décor diagram
- Provide professional vendor referrals and assist with scheduling bridal interviews
- Provide materials for wedding vendor meetings to prepare you with important questions to ask and make sure nothing is forgotten. See our Diamond Package if you would like for us to attend meetings with you.
- Create a personal wedding checklist, so that nothing gets overwhelming and every detail is accounted for
- Unlimited recommendations and or suggestions (i.e. creative ideas, theme, budgeting, etiquette, and the wedding decor)
- Assist with negotiations and selection process of professional vendors
- Create a comprehensive event time schedule. Timeline will be provided to bride one month before the wedding or unless other arrangements are made.
- Provide a weekend timeline/ itinerary for out of town guest and wedding party if requested by the bride
- Confirm contracts and timing of events with all vendors
- Unlimited emails and phone calls

### Wedding Weekend Activities

- Orchestrate your wedding rehearsal and organize your wedding party
- Decorate wedding ceremony and reception site.
- Meet with vendors when they arrive on wedding day and over see services
- Coordinate the wedding ceremony and get you down the aisle on time
- Manage the timing of events with your family, wedding party and vendors
- Coordination of reception
- Breakdown of wedding and assist with cleanup of wedding décor



## ***Something Borrowed*** Wedding Package \$1700

*(Timeline Develop and Décor Planning only)*

Our “Something Borrowed” Wedding Package is for the couple that needs assistance with implementing their wedding day décor plan and creating the fantasy, but is able to handle the rest of the planning without us. We will be at your wedding and ceremony site starting in the morning of your wedding day and work towards building your wedding dreams. If it is something borrowed, new or even blue, we will use it and make your wedding beautiful. Everything will be taken care of and your plan will be carried out worry free on the day of your wedding.

### Pre-Wedding Planning

- Two meetings to go over wedding details, (i.e. design & décor, vendor duties, time-line of activities, vendor contract review, etc.)
- Create an event décor diagram and help develop décor plan
- Ceremony and reception site visit to discuss décor and wedding day expectations
- Unlimited recommendations and or suggestions (i.e. creative ideas, theme, etiquette, and the wedding decor)
- Vendor referrals
- Create a comprehensive event time schedule. Timeline will be provided to bride a month before the wedding or unless other arrangements are made.
- Confirm contracts and timing of events with all vendors
- Unlimited emails and phone calls

### Wedding Weekend Activities

- Orchestrate your wedding rehearsal and organize your wedding party
- Decorate wedding ceremony and reception site.
- Meet with vendors when they arrive on wedding day and over see services
- Coordinate the wedding ceremony and get you down the aisle on time
- Manage the timing of events with your family, wedding party and vendors
- Coordination of reception
- Breakdown of wedding and assist with cleanup of wedding décor



### ***A Friend of the Bride*** \$1200

*(No Planning, just timeline Development)*

Our “A Friend of the Bride” Wedding Package is for the bride that just needs help on the weekend of her wedding. She will provide all the details including her event décor diagram and vendor contracts to her new friend Becky McCrea, event planner with A Piece of Cake Event Planning.

#### Pre-Wedding Planning

- One meeting to go over wedding details and review vendor contracts. This meeting is done two months before wedding.
- Create a comprehensive event time schedule. Timeline will be provided to bride a month before the wedding or unless other arrangements are made.
- Confirm contracts and timing of events with all vendors

#### Wedding Weekend Activities

- Orchestrate your wedding rehearsal and organize your wedding party
- Decorate wedding ceremony and reception site.
- Meet with vendors when they arrive on wedding day and over see services
- Coordinate the wedding ceremony and get you down the aisle on time
- Manage the timing of events with your family, wedding party and vendors
- Coordination of reception
- Breakdown of wedding and assist with cleanup of wedding décor

### ***Aunt Rose (Décor Only)*** \$800

Staging only can be an option for brides that only need a professional event decorator. More likely available on week days and the less busy wedding months, which are July, January and February. This would include only one meeting to discuss event décor and development of an event layout. A Piece of Cake Event Planning’s event team will decorate your venue on your wedding day, but will not provide any event coordination or remain onsite. All decorations will be picked up after the reception is over or the next day. **This package is only available for booking two month before your wedding date.**

\*Event rentals are available to all brides and are an additional cost for all packages except The Diamond Package

\*There is an additional travel charge if the event is not in Tallahassee or Thomasville.