



SERVICE *Service Packages* PACKAGES



FULL SERVICE PLANNING

Full Service Planning

Planning

- Initial consultation planning & event design meeting
- Unlimited email communication
- Venue & vendor recommendation and assistance
- Venue site visits as-needed and one additional final site visit at least two weeks prior to the event day to finalize layout, the design plan, and service plan
- Vision and design conceptualization and day-of execution i.e. I guide you in designing your event from start to finish - includes rental sourcing, floor plan design, floral design sourcing, and other production elements as-needed
- Budget preparation and guidance
- Vendor & Venue payment reminders
- 3 in person meetings and 3 virtual meetings - includes planning assistance, venue meetings, rental showroom visits, or other various meetings as needed
- Guidance on all details and plans throughout the planning process
- Event timeline creation and distribution to all vendors

Coordination

- Attendance of head planner / assistant at the entirety of your event, from start to finish
- Direction of rehearsal, ceremony, and reception
- Manage setup of ceremony and reception, including managing vendor arrival and setup on the event day
- Direction of clean up with all necessary vendors and the venue - includes clean up of the couple's personal items like gifts, cake/dessert, and personal decor

starting at \$2,800



PARTIAL PLANNING

Partial Planning

Planning

- Initial consultation planning & event design meeting
- Unlimited email communication
- Venue & vendor recommendation and assistance
- Venue site visits as-needed and one additional final site visit at least two weeks prior to the event day to finalize layout, the design plan, and service plan
- Monthly Goals to keep planning on track
- Budget preparation and guidance
- 3 in person meetings and 3 virtual meetings - includes planning assistance, venue meetings, rental showroom visits, or other various meetings as needed
- Guidance on details and plans throughout the planning process, as needed
- Event timeline creation and distribution to all vendors

Coordination

- Attendance of head planner at the entirety of your event, from start to finish
- Direction of rehearsal, ceremony, and reception
- Manage setup of ceremony and reception, including managing vendor arrival and setup on the event day
- Direction of clean up with all necessary vendors and the venue - includes clean up of the couple's personal items like gifts, cake/dessert, and personal decor

starting at \$1,800

DAY-OF COORDINATION

Day-of Coordination

Planning

- Unlimited phone and email communication from the date of contract
- 2 in person meetings and 1 site visit
- 1-2 weeks before the wedding day, I will call all vendors to verify details of their services and any remaining balances
- Assistance with wedding layout

Rehearsal

- Direct 2 hour wedding rehearsal
- Develop and distribute wedding day timeline

Coordination

- 10 hours of service on your wedding day
- Can book additional hours for \$50/hour
- Provide Just-In-Case Bridal Kit
- Manage vendors per your instructions
- Manage vendor setup at the ceremony and reception sites
- Organize and distribute all personal flowers to wedding party, family members, and special guests
- Line up and direct ceremony processional
- Place table names, place cards, favors, etc. per your instructions
- Ensure payment of vendor tips and balances
- Help gather your things/ decor after the wedding

starting at \$800

MORE INFORMATION

More Information

Terms

I will not select your vendors, I will offer assistance & guidance in making your selections. I will not pay your vendors, I will remind you of payments due. I will not make decisions for you regarding your wedding, I will guide you in the process, keep planning on track, and help remove the guesswork. I will keep your planning process organized & scheduled.

Payment Amount

A deposit is due at contract signing to hold your date. This deposit amount goes towards your total payment due. The remaining balance is due three weeks before your event. Not paying the balance in full at agreed upon time will result in loss of deposit and forfeiture of outlined services.

Cancellation Policy

Cancellation of these services after work has begun to plan your event will result in the loss of your deposit. Your deposit is fully refundable if cancellation occurs before any planning has been done. I look forward to working with you to make your event a wonderful and unforgettable experience!