

Jordan Hilbert Wedding Package Options



Make Sure Your Day Goes Off Without a Hitch!

With 6+ years in the events industry and experience ranging from 10,000 person festivals to 80 person weddings, I love events – and weddings are my favorite kind! I love *love* and all that the day of exchanging vows brings. I want to help make your special day run as smoothly as possible so you can focus on spending times with your friends, family, and brand-new spouse!

Below you will find package options with a breakdown of key areas of responsibility and expertise.

All Inclusive Wedding Planning \$4,000

For the couple who wants all the details handled from start to finish.

- Initial wedding planning
- Unlimited planning meetings (virtual or in person)
- Unlimited email and text communication
- 1 site visit to venue for planning purposes
- Create and manage budget
- Search for vendors
- Negotiate contracts
- Manage all vendor communication
- Manage vendor payment schedule
- Create and manage wedding website (if applicable)
- Assist with invitations and track RSVPs
- Preparation and management of all itineraries and schedules
- Detailed wedding day timeline created and sent to all vendors and wedding party
- Final details and timing confirmed with all vendors the week of the wedding
- On site running of rehearsal
- Unlimited time of on-site coordination by a professional coordinator the day of your wedding for set-up, event managing, tear down
- Addition team members for set up and tear down as needed, with no additional charge
- Handling of tips and any final payments to vendors the day of your wedding
- Ensure all gifts, leftover food, cake top, etc. are turned over to the designated person at the end of the night

*Option to add on week-of wedding errands, engagement party planning, bridal shower planning, welcome party planning, rehearsal party planning



Assisted Wedding Planning \$2,500

For the couple who loves planning but wants help along the way.

- Up to 4 planning meetings (virtual or in person)
- Unlimited email or text communication
- Assist in vendor search
- Manage all vendor communication once contracts are signed
- Manage budget alongside couple
- Preparation and management of all itineraries and schedules
- Detailed wedding day timeline created and sent to all vendors and wedding party
- Final details and timing confirmed with all vendors the week of the wedding
- On site running of rehearsal
- Unlimited time of on-site coordination by a professional coordinator the day of your wedding for set-up, event managing, tear down
- Addition team members for set up and tear down as needed, with no additional charge
- Ensure all gifts, leftover food, cake top, etc. are turned over to the designated person at the end of the night



Day-of Coordination \$1,700

For the couple who has the planning handled and wants to ensure the wedding day runs smoothly.

- 2 planning meetings (virtual or in person)
 - One (1) meeting to start the timeline and vision planning
 - One (1) meeting 2-3 weeks prior to create day-of timeline, and confirm all vendors
- Unlimited email and text communication the month of the wedding
- Detailed wedding day timeline created and sent to all vendors and wedding party
- Final details and timing confirmed with all vendors the week of the wedding
- On site running of rehearsal
- Unlimited time of on-site coordination by a professional coordinator the day of your wedding for set-up, event managing, tear down
- Addition team members for set up and tear down as needed, with no additional charge
- Ensure all gifts, leftover food, cake top, etc. are turned over to the designated person at the end of the night



I look forward to helping make your wedding day as special as can be!

♥ *Jordan*

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