



Something Pretty
EVENTS



SERVICES

about us

Born at the intersection of clever and creative, Something Pretty Events harnesses imagination and expertise to make your most important day less stressful and more beautiful. At our core, we are a culture of action and imagination. From the start our vision was to create a company that allows you to enjoy your planning process and help you discover what will make your day uniquely special. We are here to make design and planning simple for our clients - and simple isn't easy. Our intention is to perfect the details of event design and cultivate an engaging and enjoyable planning process.

Something Pretty Events is a labor of love, an event planning company with a focus on customized planning and coordination for weddings and special events. We believe client connection is essential for creating unique and memorable events. Our process starts with getting to know each client and their personal aesthetic to create authentic and custom experiences. Not every wedding is the same, so why should planning it be?

Here we take a different approach to the way we plan events - this little company is built on honesty and integrity. Planning your life's biggest moments is an intimate process. We treasure our client relationships and hope to help make reality match your dreams. Down to the last detail you will know that you are in the right hands at Something Pretty Events.



full service event planning & coordination

From the start, we communicate about your event in detail to determine the overall scope and the depth of my services. This is followed by a formal quote determining what will be required of me to guide you through the process, after all - you've probably never planned a wedding before! After that I am there with you all the way up to the big day. And on your wedding day I guide you through the timeline that you and I have created and let you float through the day. Everything from setting up your decor to corraling your bridesmaids - I'm on it.

I'm also here to help you with your event design. Not to be confused with wedding planning, event design and styling helps you with the visual side of your wedding. This ranges from tasks such as choosing a color palette and linen fabrics to creating and cultivating beautiful tablescapes. Event styling brings your planning to life.

- Unlimited access to per hour in-person or phone consultation
- Creation and suggested disbursement of budget
- Hotel block suggestions, contract review and communication as necessary
- Creation of wedding layout, with suggested rain plan options.
- Access to Aisle Planner, an online planning platform to include wedding templates, checklists, floorplan software, and the ability to communicate in real time with me during the course of your wedding planning process
- Access to all wedding inventory owned by Something Pretty Events (table runners, votive candles, signage, table numbers, baskets, string lights, etc.) Ask for details on inventory.
- Access to Something Pretty preferred vendor list (photographers, DJ's, florists etc..) to include referral discounts when applicable.
- Attendance to all rental meetings and direct communication with rental company to determine rental order counts and details
- Communication to any and all vendors directly on your behalf
- Event and Design styling meetings, to include vision boards as per request.
- Creation and consultation of wedding day timeline
- Completion of floor plan and comprehensive venue layout
- Book, review and confirm wedding day vendors as needed and review all contractual obligations
- Distribution and communication of wedding day timeline and comprehensive layout to all vendors and venues.
- Pre-wedding walkthrough of venue(s) with all wedding day vendors on site approximately four to six weeks prior to your wedding
- Ensure all final vendor bills are paid
- Attendance on arrivals of all rental items in the days preceding the event (ie., tents, restrooms, tables, glassware, linens, etc.)
- Wedding day emergency kit (happy to go over the list of items)
- Attendance and coordination of REHEARSAL
- Overseeing all event rentals for ceremony and reception are placed according to the pre approved client layout. Ensures venue and all vendors are ready for guest arrival
- Putting out any decor, personal items, including favors, programs, signage, cake cutters, bride and groom's toasting flutes, and escort/place cards.
- Direction of the wedding party & family during ceremony (i.e. cueing music for ceremony, letting the bridal party know where to stand, when to walk down the aisle)
- Supervision and management of gifts and transportation to a safe location during ceremony
- Coordinating reception formalities with client; how to line up for grand entrance, when they will be giving toasts and executing timeline in accordance with all other vendors on site, (band, DJ, caterer, bar staff, officiant, etc..)
- On site supervision of all vendors at the ceremony and reception to ensure adherence to the confirmed timeline, and that they are acting appropriately and responsibly.
- Management of all event rentals on the day of the wedding, ensuring that all rentals counted and accounted for at the end of the night.
- Assistance with event breakdown to include making sure the venue is clean, in order and that all vendors are off site.



wedding coordination services

Wedding coordinators have the responsibility to oversee your wedding day or weekend - way before it starts. As a coordinator I know that the planning has taken you SO much time! That is why you and I spend a great deal of time corresponding before your big day. I'll help you finalize some of those nagging details and snafus to help make the week before your wedding less stressful - and more fun. Responsibilities on the day of the event include greeting vendors, directing them to their proper places, managing the wedding decor setup, helping the wedding party as needed & ensuring the day is running on-schedule.

Lastly we ensure the breakdown of the event - we are always the last to leave! Many people think that coordinators are only for couples who have lots of rentals, multiple days of festivities or a large number of guests. I must insist that wedding coordinators are essential and truly do ease stress and bring peace of mind no matter the size or scope of your event. We are the driving force behind the actual wedding day but can also assist with greeting guests & organizing any non-wedding activities, such as the rehearsal dinner or morning-after brunch.

- One venue visit with client prior to wedding and rehearsal
- Two meetings with client prior to wedding (in person or over the phone)
- Review of all rental items preceding the event (ie., tents, restrooms, tables, glassware, linens, etc.)
- Unlimited e-mail communication access with Bethany O'Neil, owner
- Referrals of necessary wedding vendors, ie., DJ, band, florist, photographer, hair and makeup artist, venue etc..
- Access to Aisle Planner, an online planning platform to include wedding templates, checklists, floorplan software, and the ability to communicate in real time with me during the course of your wedding planning process
- Assistance in creation of wedding layout, with suggested rain plan options.
- Wedding day emergency kit (happy to go over the list of items)
- Attendance on arrivals of all rental items in the days preceding the event (ie., tents, restrooms, tables, glassware, linens, etc.)
- Attendance and coordination of Rehearsal
- Overseeing all event rentals for ceremony and reception are placed according to the pre approved client layout. Ensures venue and all vendors are ready for guest arrival
- Putting out any decor, personal items, including favors, programs, signage, cake cutters, bride and groom's toasting flutes, and escort/place cards.
- Direction of the wedding party & family during ceremony (i.e. cueing music for ceremony, letting the bridal party know where to stand, when to walk down the aisle)
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- On site supervision of all vendors at the ceremony and reception to ensure adherence to the confirmed timeline, and that they are acting appropriately and responsibly.
- Management of all event rentals on the day of the wedding, ensuring that all rentals counted and accounted for at the end of the event.
- Assistance with event breakdown ensures the venue is clean, in order and that all vendors are off site.

As your Wedding Coordinator my responsibility is to ensure your wedding runs smoothly from start to finish. We know that as the big day approaches couples are in need of help to ease the stress load. That is why our coordination services include what we call Month of Planning Services. I automatically step in to handle any unforeseen snafus beginning approximately 4-6 weeks leading up to a wedding. I help with miscellaneous last-minute details such as communication with vendors on your behalf, final contract negotiations, making vendor payments, along with scheduling and receiving deliveries during what is most likely to be the busiest time of your engagement.



Please reach out to me at your earliest convenience if you would like to schedule a consultation to create your customized wedding quote. I am currently taking only phone and video consultations at this time. I appreciate you taking the time to look over this information, and please let me know if you have any questions or concerns at all. Best regards, and once again, CONGRATULATIONS!

Much love and happiness,

Bethany O'Neil
Owner & Planner