

Carol Cartee Creations, LLC is pleased to offer you a wide variety of event packages from which to choose in order to fulfill all of your event needs. Carol Cartee and friends, Tom Hunt and Erin Mook, are prepared to provide you with warm professionalism, friendly service, and the ability to design and execute the event of your dreams.

*No matter the choice of services we will provide you with a **Complimentary Initial Consultation**: During our first meeting, we will discuss your desires and budget in order to determine which package would best suit your needs.*

Day of Package: \$250.00

- Initial Complimentary Consultation*
- Directing of Wedding Rehearsal*
- Directing of Wedding Ceremony*

Day of Coordinator: \$400.00

- Includes Day of Package Items plus...*
- Central Contact for Vendors during set-up*
- Coordination of timing for reception activities (toasts, cake cutting, special dances, etc.)*
- Delivery of Payment to Vendors - if requested*
- Oversight of the Cleaning of Venue after the Event to specifications agreed to prior to the event.*
- Unlimited Consultations by email, phone and text*
- One meeting at the venue 2 - 3 weeks prior to the wedding*

Wedding Coordinator:

\$600.00

- *Includes Day of Package and Day of Coordinator plus...*
- *Correspondence with and Central Contact for vendors during final month prior to the wedding day*
- *Confirming All Vendors 1 - 2 weeks prior to wedding day*
- *Preparation of Customized Day-Of Timeline*
- *Early arrival to venue on Wedding Day*
- *Central Contact for Vendors During Set-Up and duration of ceremony and reception*
- *Assistance of setting up ceremony and Reception décor*
- *Up to 4 In-person meetings and venue sites as needed/requested during the month prior to wedding*

Wedding Design:

\$850.00

- *Face to Face Meeting to discuss the feel and look of what you see your wedding day as being.*
- *Up to 3 site visits to assist in venue choice and décor of such*
- *Customized design of décor including but not limited to flowers, guest tablescapes, other table décor including sign in table, guest registry, buffet, gift tables, etc.*
- *Creation of design for personal notes from you to your guests, menu, program, etc. including assistance with paper choices, fonts, embellishments, etc. choice of papers, fonts, embellishments, etc.*

Wedding Design & Coordination for up to 96 guests: \$3250.00***

- *Includes Day of Package services*
- *Wedding Day Services*
- *Wedding Coordinator Services*
- *Wedding Design Services*
- *Timeline up to one year in advance of wedding dates with tasks listed for each month's execution*
- *Assistance with selection of vendors*
- *Provide Diagram for Ceremony and Reception Site to venues one week prior to wedding*
- *Execution of all tablescape design for reception*
- *Assistance with Selection of Unique Rehearsal Dinner venues*
- *Assistance with Selection of Hotel Accommodations for out of town guests*
- *Assistance with Procurement of items necessary to complete the design (up to 10 hours)*
- *Up to 10 in person meetings as needed/requested during planning process*

- *** for each additional guest, an additional fee for set up staff of \$10/guest - final guest count to be provided 2 weeks prior to wedding date*

Florals:

A true passion of mine is to create beautiful flower arrangements. Through the teaching of my mentor and friend, Tom Hunt - a master florist with over 30 years of experience, I have been able to perfect what was once a hobby in to a truly cultivated skill.

I happily offer to the above services the creation of all of your flowers for your wedding day. The fee is for labor only which saves the client money by having no up-charge for the flowers themselves. I will consult with you about the design/look that you want, prepare a list of supplies/flowers necessary to complete the design and place the order with a wholesale provider. The cost of supplies and flowers will be provided to the client for approval and shall be paid for by the client at the time of order.

A fee of \$60/hour is requested for the execution of flower arrangements. Upon meeting with the client and determining the design, an estimate of the number of hours needed to create the arrangements will be provided to the client for approval.

**all prices subject to change until contract is executed.*

About us:

Carol Cartee (Carol Cartee Creations, LLC)

Carol is a Native Tallahasseean and graduate of Florida State University. She is a broker of real estate by trade and has enjoyed helping many people find their home in Tallahassee. Over the past decade, as a hobby and favor to friends and relatives, Carol has designed events and done florals for a variety of occasions. During the preparation and execution of her own daughters' wedding in 2013, she fell in love with the entire process and now offers her services to others. Her work has been published in the Goodwood Museum and Gardens book, The Seasons of Goodwood, Aisle Perfect, Elegance and Enchantment, The Wedding Atlas, Joy Wed and many other on-line wedding and event sites. It is her goal to assist you in making your wedding day, party or other special event one that is unique and memorable for you and your guests.

Tom Hunt (independent contractor/master florist):

Tom is a northwest Florida boy, educated at Florida State University. He moved to Northern California in 1974 where he taught special needs children at the San Francisco Hearing and Speech Center. Tom found himself drawn to the floral and event industry and began working toward that goal in 1977. By 1979 he had started a floral design and special event company. He enjoyed 25 successful years in the industry in California, with a long list of notable clients. He coordinated hospitality for the AT&T Pro-Am International Golf Tournament in Pebble Beach California for over a decade, and enjoyed celebrity clients including Diana Ross, Danielle Steele, Linda Rondstadt and Barbra Streisand. He has also worked on numerous film projects for Twentieth Century Fox and several other motion picture production companies and was wedding coordinator to California Governor Jerry Brown, among others.

Returning to his roots, Tom now makes his home in North Florida where he is involved in numerous civic and community projects, and is enjoying bringing his experience and passion for "all things weddings, flowers and events" to North Florida and South Georgia.

Erin Mook: (independent contractor/wedding coordinator)

Erin is a home-grown Tallahassee girl, whose love for weddings started at an early age. What began with tearing pages from Martha Stewart Weddings magazines has developed in to a passion of providing clients with professional wedding coordination.

In 2004, Erin started planning small parties and events, and in 2012 began offering services as a wedding coordinator. Erin has strong communication skills, is an excellent multi-tasker, and is keenly organized. She is detail oriented and dedicated to providing optimal customer service. Throughout the planning process, Erin truly builds relationships with her clients. She works diligently as she pulls together all pieces of the puzzle to ensure that brides and their families enjoy treasured moments with family and friends.

Erin holds a Bachelor of Arts in Journalism from the University of West Florida.