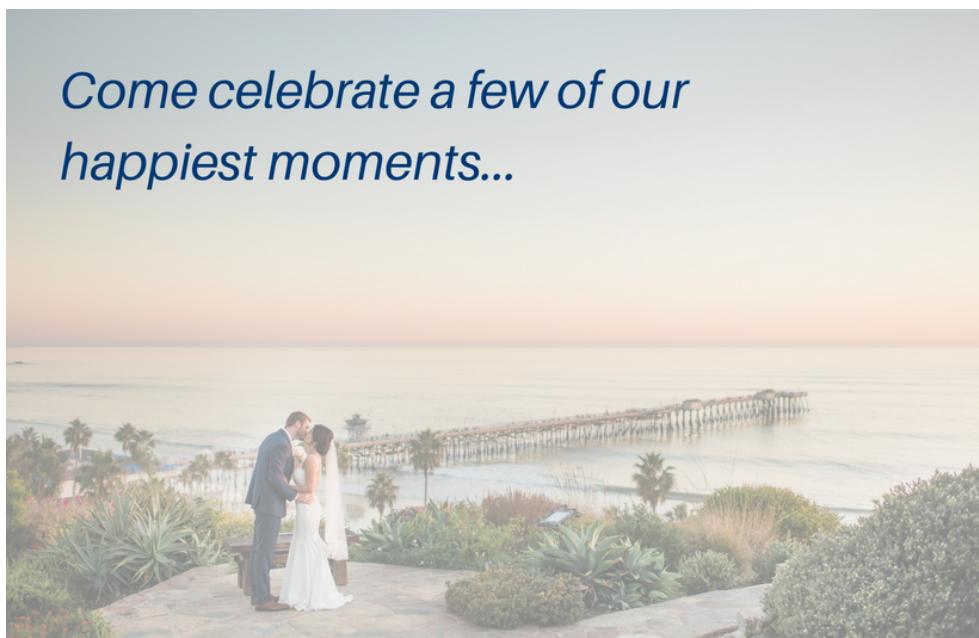


*Come celebrate a few of our
happiest moments...*



*Weddings by Courtney Helaine is a Southern California
Wedding Planning and Coordination team specializing
in fabulous spaces for unique couples.*



Services

The day of your wedding has finally arrived and the last thing a couple needs to do is worry about the details. You need to relax and enjoy your day.

Weddings by Cortney Helaine offers 3 levels of services: Day Of Coordination, Partial Planning, and Full Planning. We would be happy to discuss which of the packages below best fits your needs and help you decide what level of service you need.



Day of Coordination

The work of 'Day Of' specialist really begins the day you book with our team. By hiring Weddings by Cortney Helaine you can now take a deep breath and relax.

We will go over the details and confirm that everything is in place. Our highly experienced team will create your timeline and coordinate your wedding day ensuring everything stays on track. We pay attention to the smallest details so that you do not worry about anything except having an amazing day.

*Ranging from
\$1900-2500**

Special pricing for certain venues: Ole Hanson, Franciscan Gardens, and Dana Point Yacht Club.

- **Wedding Coordinator**

Your coordinator, who will be selected by WCH three-months prior to the wedding date, will be present from set up to break down on your wedding day.

- **1 Day-of Assistant**

The assistant will be on property to help with set up, guest guidance, formalities, and assisting in the overall wedding day.

- **3 Planning Meetings**

Meeting with your coordinator to discuss event details.

- **Vendor Referrals**

The client will be given professional vendor referrals based on the criteria desired for their wedding needs and wants.

- **Collection of Personal Items**

Weddings by Cortney Helaine will collect all personal items and decor prior to the wedding day to make for a carefree wedding morning.

- **Finalize Remaining Contracts**

All contracts to be reviewed by Weddings by Cortney Helaine.

- **Set up and break down**

Weddings by Cortney Helaine will be onsite for set up (3 hours prior) all the way through breakdown (1 hour after).

- **Timeline Production**

Draft to be sent out 6-8 weeks prior to the wedding date.

- **Unlimited Phone and Email Access**

No additional fees to be accessed for phone calls or emails.

- **Final Venue Walk Through**

A final venue walkthrough to discuss any final changes or alterations. Should be done 4-8 weeks prior to the event.

- **Rehearsal**

Your coordinator will direct and lead the wedding rehearsal with the wedding party. (1 Hour)

Partial Planning

Let us walk hand in hand with you through this exciting time of being a newlywed. Allow Weddings by Cortney Helaine to partner with you during your planning process and take on half of the responsibilities. We can handle and offer suggestions on everything from venues to vendors we have worked with. In addition, we will keep track of the small details that go into planning such a big day. Once your wedding is here our team will be there from start to finish to ensure a relaxing and beautiful day.

*Ranging from
\$5500 to \$5900*



- **Wedding Planner**

Your planner, who will be selected by WCH eight-months prior to the wedding date, will be present from set up to break down on your wedding day.

- **1 Day-of Assistant**

The assistant will be on property to help with set up, guest guidance, formalities, and assisting in the overall wedding day.

- **7 Planning Meetings**

Meeting with your planner to discuss event details.

- **Vendor Referrals**

The client will be given professional vendor referrals based on the criteria desired for their wedding needs and wants.

- **Timeline Production**

Draft to be sent out 6-8 weeks prior to the wedding date.

- **4 Vendor Meetings**

Attend one meeting with each of the following vendors: Caterer, Florist, Rental Company, and Venue.

- **Collection of Personal Items**

Weddings by Cortney Helaine will collect all personal items and decor prior to the wedding day to make for a carefree wedding morning.

- **Finalize Remaining Contracts**

All contracts to be reviewed by Weddings by Cortney Helaine.

- **Set up and break down**

Weddings by Cortney Helaine will be onsite for set up (3 hours prior) all the way through breakdown (1 hour after).

- **Unlimited Phone and Email Access**

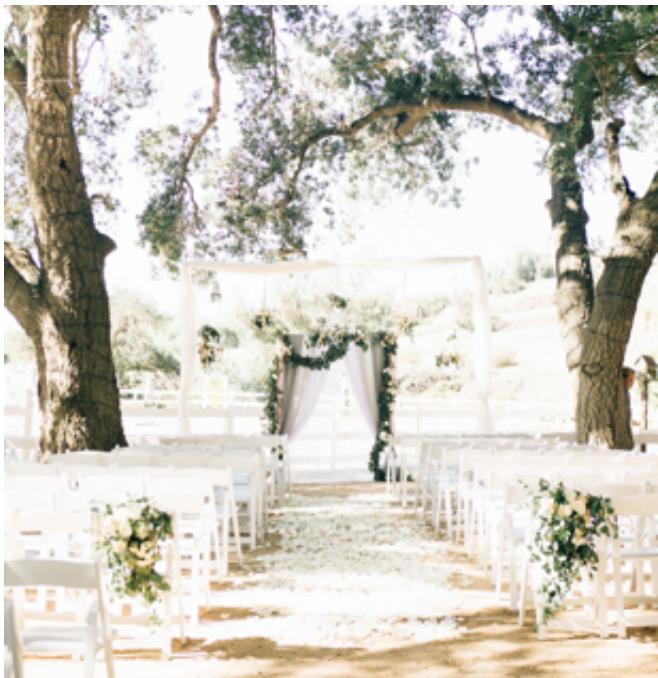
No additional fees to be accessed for phone calls or emails.

- **Final Venue Walk Through**

A final venue walkthrough to discuss any final changes or alterations. Should be done 4-8 weeks prior to the event.

- **Rehearsal**

Your planner will direct and lead the wedding rehearsal with the wedding party. (1 Hour)



Full Planning

As you are basking in the glow of being newly engaged, you may be looking at wedding magazines and thinking about "the dress." You may even have an idea in mind of what your day looks like but taking that dream and turning it into reality can be daunting. Hiring Weddings by Cortney Helaine will ensure your negotiations are smooth and no details are overlooked. For couples living locally or out of town, this specialized package will ensure all aspects of your wedding day dreams come true. We will sit down with you and discuss all the details of wedding planning leaving you all the fun of dress shopping and cake tasting. Leave all the rest of the details on our highly experienced shoulders. All you need to do is enjoy your fabulous day!

Starting at
\$8799

- **Your Personalized Wedding Planner**
On the day of the wedding, the planner will be on property to help with all of your set up needs until your last guest leaves.
- **2 Day-of Assistants**
Assistants are on property to help with set up, guest guidance, formalities, and assisting in the overall wedding day.
- **4 Design Meetings**
Meeting with your planner to focus on event design and concepts you request to have included on the wedding day.
- **15 Planning Meetings**
Meeting with your planner to discuss event details.
- **Budget Analysis**
Budget Analysis and tracking will be put together to help keep the couple on track for their overall event budget.
- **Collection of Personal items**
Weddings by Cortney Helaine will collect all personal items and decor prior to the wedding day to make for a carefree wedding morning.

- **Vendor Meeting Coordination**
Weddings by Cortney Helaine to arrange and coordinate all vendor meetings for the client.
- **Vendor Confirmation**
Confirm with all vendors beginning 6 weeks before the event. This includes collecting copies of all insurances and documents required by the venue.
- **4 Vendor Meetings**
Attend a minimum of one meeting with each of the following vendors: Caterer, Florist, Entertainment, Rental Company, Venue, and Bar Company.
- **Final Venue Walk Through**
A final venue walkthrough to discuss any final changes or alterations. Should be done 4-8 weeks prior to the event.
- **Wedding Software Access**
Client and family members will be given access to our planning software for clients to follow along with budget management, guest management, seating charts,

- **Bar and Menu Selections**
Weddings by Cortney Helaine to assist in bar and menu planning.
- **Finalize Remaining Contracts**
All contracts to be reviewed by Weddings by Cortney Helaine.
- **Unlimited phone and email access**
No additional fees to be accessed for phone calls or emails.

checklist, and timelines.

- **Rehearsal**

Your planner will be there to direct and lead the wedding rehearsal with your wedding party and VIP family members.

- **Rehearsal Lunch / Dinner Planning**

Our team will provide a list of locations and upon your selection help to plan this gathering between family and friends before your big day.

- **RSVP Collection**

Allow our team to take the pressure off you and your loved ones to have all your RSVPs sent to our office and recorded with their meal preference and attendance.



Ready to book?

Email: cortney@cortneyhelaine.com

Phone: 949-228-1704

www.cortneyhelaine.com