



Stacy Henschel – Wedding Planner | Event Manager
September 9ine Event House
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WEDDING SERVICE PACKAGES

Thank you for considering September 9ine Event House for your wedding planning needs! The list of service packages below are completely customizable and built for you. Pricing varies based on services requested.

FULL SERVICE DIAMOND PACKAGE

A comprehensive wedding package for the couple who desire personal assistance planning every detail of their wedding from concept to execution. Enjoy a stress-free journey to your very special day!

Prioritizing your budget:

- Budget development and prioritization
- Guidance on how to stay within your overall budget

Securing your ideal venue:

- Location scout for ceremony and reception sites that meet budget and stylistic needs – includes venue research, review, coordination of appointments, and in-person visits
- Contract review and negotiation

Pairing you with and securing the right team of vendors:

- Identify professional vendors for each need, based on budget and stylistic need
- Verify vendor availability
- Pull customized proposals as needed
- Arrange and attend vendor meetings
- Contract review and negotiation
- Vendor payment alerts and schedule

Creating your wedding design and details:

- Wedding design inspiration presentation to determine stylistic direction (explores design looks and feels)
- Final inspiration board for Client's approval
- Attendance at preliminary floral design meeting
- Recommendations and guidance on rental and design vendors
- Pull customized proposals
- Attend design vendor preliminary/planning meeting
- On-going exchange of décor ideas and details
- Ensure design cohesiveness by assisting with linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting and selection, and favors
- Logistics planning and on-site visits

Assistance with additional planning services (optional):

- Planning, assembling and delivering of guest welcome bags

- Coordinate transportation arrangements and itinerary
- Coordinate driving directions and maps
- Coordinate hotel accommodations
- Plan and/or execute rehearsal dinner

All services included in the Full Service Planning Package below.

Full Service Diamond Package: Starting at \$8,500

FULL SERVICE PLANNING PACKAGE

For the couple who desire professional guidance throughout the planning process including venue selection, vendor selection and signature event design. Let us save you time and help you plan a truly memorable day!

Prioritizing your budget:

- Budget development and prioritization
- Guidance on how to stay within your overall budget

Leading you to your ideal venue:

- Define your venue vision and establish criteria
- Location research for ceremony and reception site(s) that meet criteria, stylistic needs and budget
- Verification of location availability
- Provide venue referrals for ceremony and reception site, based on budget and wedding vision (Client to scout properties)
- Review selected venue contracts and provide consultation

Leading you to the right vendors to create a strong, professional team:

- Locate and verify vendor availability
- Provide a customized recommended vendor referral list, based on your budget and stylistic needs
- Verify vendor availability
- Pull customized proposals as needed
- Attend vendor meetings (optional, actual number of meetings based on needs)
- Review selected vendor contracts and provide consultation

All services included in the Month-of Coordination Package below.

Full Service Planning Package: Starting at \$4,500

MONTH-OF COORDINATION PACKAGE

For the couple who has planned their wedding but desire professional coordination and execution of their signature day. Relax and enjoy your celebration... leave the details to us!

Creating your wedding day blueprint:

- Initial Event Timeline development meeting
- Develop, update and manage Wedding Production Schedule
- Develop, update and manage Event Timeline (reception and ceremony itineraries)
- Final Production Schedule, Event Timeline and pre-wedding day details meeting

Coordinating the logistics and details:

- Ceremony and reception site walk thru (client secures the site)
- Floor plan assistance
- Assist in planning ceremony and reception flow and formation

Coordinating the details with your contracted vendors:

- Review vendor contracts (client secures vendors)
- Coordinate logistics with venue and vendors
- Distribute and review approved Event Timeline and Production Schedule with vendors
- Final vendor confirmations

Providing on-going professional guidance:

- On-going communication with client
- On-going etiquette advice

Coordinating your rehearsal:

- Orchestrate ceremony rehearsal (or support church coordinator)
- Distribute and review Event Timeline with wedding party
- Review/deliver personal items

Coordinating and executing your wedding day:

- Oversee setup of ceremony and reception site(s)
- Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- Distribute bouquets, boutonnieres and corsages
- Oversee all vendor commitments
- Deliver final payment and/or gratuities to vendors
- Ensure all ceremony and reception items are packed and placed in designated location for pick up by designated person
- Assistant Coordinator(s) to be included in customized proposal based on guest count and event details

Month-of Planning Package: Starting at \$1,500