



Hello There,

Congratulations on your Engagement! We couldn't be more thrilled to hear from you and tell you all about how Designed & Detailed can make your Big Day everything you imagined and more. Below is an overview of our customizable services. We will be in touch at our earliest convenience to get to know you both a little better and of course gather a more in-depth idea of your unique vision. Looking forward to connecting soon!

Warm Regards,


Alison Grossman (Sousa)  
Owner & Lead Event Specialist  
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630.464.1817

## *Day of Coordination Package-Wedding*

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The Day of Coordination Package is an all-encompassing group of services that provide the client with start to finish care on their special day. Beginning with an Initial Consultation upon signing of the contract, Designed & Detailed provides a road map of tasks that should be completed step by step throughout the planning process. As well as, attend an initial reception site visit. From this point, we will have unlimited email and phone access within business hours until we meet an additional two times, starting ten weeks out from the Wedding Day. These meetings are used to create extensive timelines for the Day Of and to organize any final missing details. Once the big day has arrived, Alison and her Assistant(s) will be with you from start to finish, at a 12-hour minimum. Please review the below services in more detail to see just how much support and guidance is included in this package.

### Initial Consultation

-  This meeting occurs as soon as a signed contract has been received. Typically lasting 2-3 hours in length, we cover each aspect of your event in great detail. Providing a "To Do" list for the weeks to come in the planning process. When this meeting has concluded you will feel reassured and confident to move forward with more planning!
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### Two Additional Meetings Starting Ten Weeks Out from Wedding Date

These meetings are crucial in organizing the final details for the Big Day! Typically lasting about 2-3 hours in length we will create a personalized and detailed timeline of events starting with breakfast all the way through to the breakdown of the reception. We will create breakout timelines for Parents, Bridal Party, and Vendors detailing only information relevant to those parties. We also will cover decor and personal items (toasting flutes, etc) in immense detail.

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### Understand Your Vision and Assist in Making it Come to Life to the Best of my Abilities and Control

### Give Cost Effective Advice to Ensure You Can Maximize Your Budget

### Recommend Reliable Vendors

Designed & Detailed has a Preferred Vendor List that can be Shared Upon Signing of the Contract

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### Venue Visit & Floor Plan Creation

Create a functioning floor plan and develop it for client. This includes a site visit to venue.

## Vendor Relations

Connect with All Vendors Using the “Vendor Contact Sheet” the Week of the Wedding to Ensure All Information is Distributed for Load In/Out, Timeline, Logistics Etc. Additionally, I will be the Main Contact for All Vendors the Week of the Wedding and the Day Of.

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## Timeline(s) Creation

Work with the Couple to Create a Minute by Minute Detailed Timeline Starting from the Day of the Rehearsal to the Morning After the Wedding. Additional Individual timelines for Ceremony, Reception, and Vendors will be created.

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## Attend & Run Rehearsal

If at a Church, we will Assist the Provided Church Planner

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## Collect & Deliver all Personal Items Ceremony/Reception Site

This includes programs, table numbers, DIY Decor, etc. One Van Load Included (Additional Up-Charge for anything more than one vehicle)

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## Set Out All DIY Décor Per the “Décor Guidelines Sheet”

## Assist All Vendors with Set Up of Ceremony & Reception to Ensure All Details are Arranged as the Couple has Envisioned

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## Assist with Any and All Room Flips and Event Breakdowns

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## Provide “Gratuity Guidelines Sheet”

Detailing Suggested Gratuity Options for All Vendors

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## Disperse All Tip Envelopes

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## Unlimited Email & Phone Access Within Business Hours

8am-6pm Starting on Your Signing Date

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## Provide a Stress Free Day!

## *A La Carte Wedding Services*

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Our philosophy at Designed & Detailed is that every couple is unique and each have their own stress-inducing aspects of the wedding process that has them reach out for a helping hand. Therefore, instead of placing you into the standard "Partial" and "Full" Packages that our competition has to offer, we ask clients to look at our A La Carte Services and add on just the items that they need/want. This leaves you in charge of your budget and how much or little involvement we have in your big Day. All A La Carte Services are added on the base Day of Coordination Package & Price.

### Recommend Reliable Vendors & Attend Initial Vendor Meetings

Per Meeting - \$75 Based on 3 Hours

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### Recommend Reliable Vendors, Schedule, & Attend Initial Vendor Meetings

Per Meeting - \$100 Based on 4 Hours

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### Being the Main Line of Communication for all Vendor Interactions

\$500 Per Vendor based on 3-4 Meetings and All Communication Additional Meeting Will Increase Total

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### Help Create Wedding Website & Updating Throughout Planning Process

\$75 based on 3 Hours

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### Help with Creation of Guest List / Provide Excel Template

\$50 based on 2 Hours

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### Venue Selection

Help Determine a Vision for Your Reception, Recommend Three Venues, Schedule Site Visits and Visit Them with the Client - \$250 based on 10 Hours

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### Ceremony Selection

Help Determine a Vision for Your Ceremony, Recommend Three Locations, Schedule Site Visits and Visit Them with the Client - \$250 based on 10 Hours

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### Creation of Budget / Provide Excel Template

\$50 based on 2 Hours

 Arrange & Manage Hotel Block

\$100 based on 4 Hours

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 Assist in Assembly and Addressing of Save the Date Cards

\$2 Per Invitation

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 Assist in Assembly and Addressing of Invitations

\$3 Per Invitation

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 RSVP Management

Collect All RSVPs (Sent to PO BOX) and Track Meals Choices, Allergies, Etc.

\$2 Per RSVP

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 Assistance in Planning the Rehearsal Dinner

\$125 based off of 5 Hours including 1 Site Visit

If Assistant is Needed On Night Of, This is a \$15 Per Hour Fee


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 Assist in Planning & Execution of Bridal Shower

\$550 based on a 6 Hour Event with Myself & Assistant, 4 Meetings 2 Hours in Length, Timeline Creation, Tracking of Gift Thank Yous at Event, etc.

\$2 Per Invitation to Track RSVPs

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 Design, Create, and Print Programs

\$75 plus Printing Fee based on 3 Hours

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 Help Create Seating Chart

\$50 based on 2 Hours

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 Create BYO Liquor Order & Arrange Pick Up/Drop Off

\$50 based on 2 Hours

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 Create Out of Town Guest Arrival Schedule – Excel

\$50 based on 2 Hours

 Assist in Honeymoon Arrangements and Booking

Per Client Basis Pending Needs

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 Create DIY Décor

Based on Project Costs and Labor

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 Create DIY Invitations

Based on Project Costs and Labor

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 Rentals from Designed & Detailed Personal Inventory

Includes Votives, Apothecary Jars, Bar Décor, Etc.

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 Make Arrangements for Bachelorette/Bachelor Parties

Based on Clients Needs