



WEDDING SERVICES

ABOUT ME



Congratulations on your upcoming wedding! Thank you for your interest in our services. We are a locally owned boutique event planning company. Though relatively new to the Idaho wedding and events market, we are quickly garnering positive reviews and amazing collaborations, such as Lee Read Jewelers.

We understand that the key to creating lasting memories is bringing your unique personal experiences and style to life, which is highlighted through our work. From the decorations to your food choices, we ensure that your event provides a memorable 360 degree experience.

I'm a creative person at heart, a certified project manager with 10+yr background in finance/accounting. It a no-brainer why I found myself naturally drawn to event planning— which is a mix of production, budgeting and project management all rolled into one! I started out in the Theatre world as a professional actor, director and producer. I transitioned to a successful career in finance/accounting and then got certified as a project management professional. I absolutely love bringing joy and connecting with people, whether that's on stage, my business career and especially in the special events I get to plan for my clients.

*Excited to create your dream
wedding with you!*



OUR PROCESS

We are different from other event planning companies in that we provide support where you need it most, as we realize that all our clients are different.

We know how important it is to have your wedding day go as planned. We tie any loose ends so you will be at ease as part of our **Day of Coordination** package. We will conduct the ceremony and reception according to your plans and specifications so that your special day is flawless. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.

Perhaps as a couple, you prefer to choose your own vendors, set preliminary plans on your own but need help in the final planning stages (usually 3 months prior), then perhaps our **Foundation Package** might be the best fit for you. As an alternative, you both may want your ideal wedding but maybe planning is just not your thing and/or simply do not have the time. Our **Full Planning Package** is catered for busy couples who need a professional who can oversee the planning and execute their vision.

We also give clients flexibility to add on coordination services for other related wedding events, as needed.

Lastly, every successful event requires excellent team communication and the right tools. Included in all our packages is access to our online suite of planning tools, resources and guides that make planning your wedding, staying on top of tasks/schedules and communicating with your planner a breeze. The best part? Everything is customized for your specific event.



DAY OF COORDINATION

THE DETAILS

Relaxed and savoring the moment--we are passionate about ensuring our clients enjoy their time during their wedding. Let us unburden you by handling all the business that happens during the day of the event.

HOW IT WORKS

We tie any loose ends so you will be at ease. We will conduct the ceremony and reception according to your plans and specifications so that your special day is flawless. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.

INCLUDES:

- Final Walkthrough Site Visit to finalize your timeline, layout and decor plan.
- Final Calls the Week of Wedding to Vendor List and Services
- 2-Week Final Details Meeting
- Co-direct your rehearsal with your officiant (up to 1 hour)
- Bridal Wedding Emergency Kit
- Distribution of final payments/gratuities (paid by client)
- Coordination of gifts and personal items used for ceremony and reception
- Ensure rentals and vendor equipment are taken out or returned.
- One wedding assistant included.
- Total 12 Site Hours Day Of to coordinate set up with vendors.

INVESTMENT:

\$1,800



THE FOUNDATION PACKAGE

THE DETAILS

We believe YOU deserve to enjoy and celebrate your event. Let us unburden you by handling all the business that happens in the final planning stage and during the day of the event.

HOW IT WORKS

In addition to the classic day of coordination services, our journey together starts 3 months before your big event as we finalize your timeline, floor plans and all other details. We will also help coordinate your rehearsal dinner as well as coordinate welcome gifts and activity guide for your out of town guests.

INCLUDES DAY OF COORDINATION PLUS:

- Additional site visit to review your layout and decor plans.
- Wedding Day Design Guidance in Areas You Still Have Left to Complete
- Co-creating your Wedding Day booklet to include personalized timeline, final layouts, guest seating chart, VIP list, vendor master list & any other important details
- Guidance on etiquette & logistics
- Proof vendor contracts, confirm details and review deposits/final payment due dates
- Rehearsal Dinner coordination
- Guest Activities & Welcome Gift Coordination

PLAN TO BUDGET AROUND:

\$2,800



FULL PLANNING PACKAGE

THE DETAILS

Let us help you bring your vision to life from the start! We can help you clarify your vision, priorities and goals for your wedding. We will guide you along the way as we build the event together - from event design concept, logistics, vendor management and overall flow of the event. We're here to make sure you have a fun time at YOUR event and WOW your guests at the same time.

HOW IT WORKS

Building from the Foundation package, we'll create your dream wedding together from the start. We'll help you select the best vendors, create a customized checklist and budget as well as design the layouts for your big day. We'll be in touch regularly for updates, pending tasks as well as guide you through decisions along the way.

INCLUDES THE FOUNDATION PACKAGE, PLUS:

- Wedding Day Design Guidance
- Personal Vendor Referral List
- Venue Scouting & Procurement
- Customized Wedding Checklist organization & management
- Budget development & management
- Reception & ceremony layout design
- Seating chart design
- Floor Plan design
- Vendor procurement & contract negotiations
- Hotel Room Block Coordination
- Transportation Coordination
- Marriage License Information
- Relay Final Headcount
- Venue Liaison
- Review Catering Event Orders

PLAN TO BUDGET AROUND:

\$5,800



A LA CARTE SERVICES

THE DETAILS

Planning for your wedding can be time-consuming enough, that you shouldn't have to focus that energy on planning all other related wedding events as well. Allow us to plan a detailed event for you and your closest friends and family. We want you to share your dream ideas with us so that we can create a memorable event that you can enjoy, while we take care of all the planning and coordination details.

HOW IT WORKS

Our A La Carte services are available as add-on to any package or for purchase as needed. Need guidance on something that isn't included here? Please ask us to see if we can accommodate your request

A LA CARTE OPTIONS:

- Rehearsal Dinner Coordination
- Post Wedding Brunch Coordination
- Bridal Shower Coordination
- Bachelorette/Bachelor Party Coordination
- Venue Scouting and Procurement
- Wedding Design Consultation
- Assistance in assembling & sending out of wedding invitations
- Second Wedding Coordinator on site day of
- Assembly and packaging of wedding favors
- Help with printing of DIY invitations/agendas/menus (not design)
- Hotel Room Block coordination
- Transportation Coordination
- Guest Welcome Bags Delivery

BILLED HOURLY AT

\$50/HR. (2 HR. MINIMUM)

WHAT OUR CLIENTS HAVE TO SAY

Arienne & Tony

OCTOBER 11, 2020

STARTERS

Garden Salad
Dinner Rolls

SIDES

Macaroni & Cheese
Baked Beans
Potato Casserole

MAINS

Beef Brisket
Pulled Pork
Barbeque Chicken

SWEETS

Assorted Cupcakes

DRINKS

Lemonade
Water

BAR (21+)

Signature Cocktails
Wine
Beer

Maria was so helpful planning our summer wedding reception! We lived out of state at the time and she worked with our families to make sure everything was covered and no detail was forgotten. We were able to incorporate some meaningful and fun Filipino traditions into the reception which was really important to me. The bounce house and hawaiian shaved ice were such hits, everyone loved them! We would definitely work with Felicity Events for our next special event!

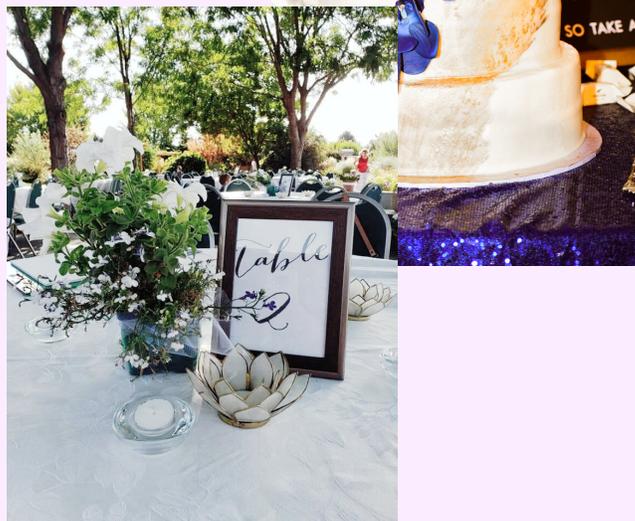
MARIE & JEFFREY

Felicity Events planned a beautiful garden wedding reception last August for my daughter Marie and son in law Jeffrey. The whole thing flowed so smoothly allowing our family to visit with out of town family and friends. The set up was very relaxed and elegant. From the tables floor plan, the table centerpieces of white petunias covered with green tulle ribbons, the chairs with white bows, the sprinkling of flowering pots everywhere, the delicious food on tastefully laid out table, wine and beer bar, and the best part, a snow cone trailer for dessert! It was great hit! Another bonus was the bouncy house for the children and a table full of bottles of bubbles, crayons and wiki sticks. From the youngest one year old guest to the many Aunties and Titos attending, it was a very memorable event! We highly recommend Felicity Events"

LUDEE, MOTHER OF THE BRIDE

Maria is the most Amazing person. Maria truly cares about person and what she does! She is the most organized planner, I have ever met. She is sure to take the stress away and make your event big or small a Dream come true! I 100% recommend Maria with Felicity Events.

AMY, LEE READ JEWELERS COLLABORATION





READY TO BOOK

Please let us/me know at your earliest convenience if you are interested in moving forward with booking Felicity Events for your wedding day. If you'd like us to hold the date for your event, you can let us know via phone or email, and we can put a tentative hold on your date without a signed agreement or payment for up to one week.

This proposal is valid until **<ENTER DATE>**, after which time you will need to confirm with us if your date and the proposed services are still available. If we do not have a signed agreement and no response, we will release your date to other clients, if needed. We do appreciate that you will need time to review the information in this proposal at your leisure, however please let us know if you have any questions or concerns at all.

Non-refundable Deposit / Reservation Fee	Due upon signing	50% of Total Package Price
Final Payment	On or before 30 days prior to the event	Remaining 50%

Thank
You



Thank you for considering Felicity Events!

Should you have any questions or concerns, please do not hesitate to contact us.

Best regards, and once again, congratulations!

deers,
Maria