



# Eventfully Yours, Event Designs by Rayna

## Sample Wedding Programs

- 1. Day of Wedding Coordination (150 guests or more).....\$2,100**
  - Complimentary initial consultation, 1 Additional consultation
  - Vendor recommendations and vendor management
  - Wrap-up appointment and site inspection on ceremony and reception
  - Creating a timeline for a full wedding day schedule
  - Rehearsal coordination
  - Wedding day coordination: {1 wedding planner and 1 assistant planner on site for the whole day}
  - Assist wedding party, family and guests
  - Oversee all installations of event, ensure everything is set up according to specifications
  - Manage décor set up
  - Distribute programs to guests and direct them
  - Facilitate wedding ceremony
  - Distribute final payments and tips to all vendors on behalf of the couple
  - Clean up after the wedding ended
  
- 2. Day of Wedding Coordination (150 people or less).....\$1,700**
  - Same as above only for a smaller gathering!
  
- 3. Partial Coordination.....\$3200**
  - Create a month-to-month action plan
  - Assist with contacting Vendors and securing them
  - Vendor management {Confirmation, review contracts with vendors, provide a copy of timeline to vendors, make sure vendors are all on the same page}
  - Assist with budget tracking
  - Create floorplan for reception & venue spaces
  - Review and edit Banquet Event Order (BEO) with catering Manager
  - All items listed in the Day of Coordination Packages plus additional consultations as needed.
  
- 4. Rehearsal dinner addition (with purchase of a package above) \$200**

You've picked the place, the menu and the décor but now you just want to relax and have a good time. Choose this service to make your rehearsal dinner as perfect as you wedding will be!

  - 5 hours on site set up and management
  - 1 in person meeting
  - 5 hours of an assistant coordinator



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### { A La Carte }

Any item may be chosen as an a la carte service. Contact us for a custom package to suit your needs.

#### **Budget / Time-line**

Detailed budget preparation

Budget planning assistance

Create a detailed time-line of wedding day schedule

#### **Design / Decoration**

Assist in creating wedding theme and design

Assembly of wedding favors, and placement card preparation

Ceremony and reception site decoration

Customize ceremony processional and recessional line-up diagram

Seating chart assistance

Maps or signs for direction

#### **Vendor**

Vendor referral list- personalized to fit your budget, taste, preference and need

Meetings with vendors

Coordination of vendor contracts or services

#### **Out- of-Town Guest Coordination**

Out-of-town guest accommodation

Transportation

Welcome gift baskets

Tourist information packages

#### **Other**

Rehearsal coordination

Rehearsal dinner coordination

Engagement parties

Bridal shower

Morning after brunch

Bachelorette / bachelor party

Bridal party gift assistance