

One Sweet Day
WEDDINGS & EVENTS, LLC





Full Service

Pre Wedding:

- Between ten and twelve months prior to wedding date, start coordination
- Upon commencement unlimited calling, text and email correspondence
- Upon commencement become a point person for your venue and all vendors
- Assist with budget development and management, customized for your wedding
- Up to ten in-person meetings, used at the client's discretion for planning meetings, wedding venue meetings, or vendor meetings to ensure full communication among all parties
 - Up to three hours per meeting
- Assist with selecting, interviewing, and finalizing all vendors
 - Unlimited vendor referrals
 - Unlimited vendor communication
 - Obtain and review all vendor proposals and contracts prior to hiring
- Assist with rental selection / décor / staging
- Event site plan / design layout
- Create and develop wedding day timeline with all vendors
- Assist with ceremony processional order and layout
- Assist with developing a setup / cleanup checklist for items brought to the venue
- Confirm all vendors before the event
- Complete ceremony rehearsal to ensure that everyone involved understands their roles
- In-person review of setup / cleanup checklist items on the day of rehearsal

Day of Wedding:

- Complete coordination of wedding day events for up to 10 hours
- Check in all vendors upon arrival
- Full execution of venue décor, setup and strike
- Distribute final payment and gratuity
- Close-out facility

Full Service Package
Starting at \$6,000.00 – One venue up to 140 guests



Partial Planning

Pre Wedding:

- Between six and eight months prior to wedding date, start coordination
- Upon commencement unlimited calling, text and email correspondence
- Upon commencement become a point person for your venue and all vendors
- Up to six in-person meetings, used at the client's discretion for planning meetings, wedding venue meetings, or vendor meetings to ensure full communication among all parties
 - Up to three hours per meeting
- Assist with selecting, interviewing, and finalizing up to four vendors
 - Unlimited vendor referrals
 - Unlimited vendor communication
 - Obtain and review up to four vendor's proposals and contracts prior to hiring
- Assist with rental selection / décor / staging
- Event site plan / design layout
- Create and develop wedding day timeline with all vendors
- Assist with ceremony processional order and layout
- Assist with developing a setup / cleanup checklist for items brought to the venue
- Confirm all vendors before the event
- Complete ceremony rehearsal to ensure that everyone involved understands their roles
- In-person review of setup / cleanup checklist items on the day of rehearsal

Day of Wedding:

- Complete coordination of wedding day events for up to 10 hours
- Check in all vendors upon arrival
- Full execution of venue décor, setup and strike
- Distribute final payment and gratuity
- Close-out facility

Partial Planning Package
Starting at \$4,000.00 – One venue up to 140 guests



Limited Coordination

Pre Wedding:

- Up to three months prior to wedding date, start coordination
- Upon commencement unlimited calling, text and email correspondence
- Upon commencement become a point person for your venue and all vendors
- Up to two in-person meetings, used at the client's discretion for planning meetings, wedding venue meetings, or vendor meetings to ensure full communication among all parties
 - Up to three hours per meeting
- Assist with selecting, interviewing, and finalizing up to two vendors
 - Unlimited vendor referrals
 - Unlimited vendor communication
 - Obtain and review up to two vendor's proposals and contracts prior to hiring
- Assist with rental selection / décor / staging
- Event site plan / design layout
- Create and develop wedding day timeline with all vendors
- Assist with ceremony processional order and layout
- Assist with developing a setup / cleanup checklist for items brought to the venue
- Confirm all vendors before the event
- Complete ceremony rehearsal to ensure that everyone involved understands their roles
- In-person review of setup / cleanup checklist items on the day of rehearsal

Day of Wedding:

- Complete coordination of wedding day events for up to 10 hours
- Check in all vendors upon arrival
- Full execution of venue décor, setup and strike
- Distribute final payment and gratuity
- Close-out facility

Limited Coordination Package
Starting at \$2,400.00 – One venue up to 140 guests



Day of Coordination

Pre Wedding:

- Four weeks prior to wedding date, start coordination
- Upon commencement unlimited calling, text and email correspondence
- Upon commencement become a point person for your venue and all vendors
- Unlimited vendor referrals
- Review all vendor contracts to confirm everything is accounted for
- One in-person meeting at venue to review event details
- Event site plan / design layout
- Create and develop wedding day timeline with all vendors
- Assist with ceremony processional order and layout
- Assist with developing a setup / cleanup checklist for items brought to the venue
- Confirm all vendors before the event
- Complete ceremony rehearsal to ensure that everyone involved understands their roles
- In-person review of setup/cleanup checklist items, on the day of rehearsal

Day of Wedding:

- Complete coordination of wedding day events for up to 10 hours
- Check in all vendors upon arrival
- Full execution of venue décor, setup and strike
- Distribute final payment and gratuity
- Close-out facility

Day of Coordination Package
Starting at \$1,500.00 – One venue up to 140 guests

Add-on's for all packages:

- Added hours the day of is \$40.00 per person, per hour
- Guest Count over 140 may require an added assistant – Add \$250.00
- Reception and Ceremony at different locations will require an added assistant – Add \$250.00
- Additional Meeting – Add \$250.00

Notes: Dates are first come, first serve. All quotes are good for 30 days. Day before rehearsals are possible, but not a guarantee.