



PLANNING & COORDINATION SERVICES

Events by Alex is truly passionate about creating a seamless and unforgettable day for both you and your guests. We will work with you to create an elegant & intimate design, recommend vendors that fit your style & budget, and make your vision a reality.



Full Planning & Coordination Services (Service begins 9 months prior to wedding)

Starting at \$3,500

Prior to Wedding Day:

- Initial Consultation with bride & groom to establish vision, budget, and priorities
- Establish theme and style
- Budget Management
- Vendor recommendations and negotiations
- Arrange and make appointments for venue walkthroughs
- Assistance with hotel accommodations for your guests
- Arrange welcome bags to be delivered to hotel for out of town guests
- Ceremony & Reception layout design
- Preliminary timeline consultation
- Assist with menu selection and details
- Coordinate and confirm vendors
- Final timeline preparation
- Arrange transportation for wedding party
- (1) hour rehearsal the night before the wedding

Wedding Day (Pre-ceremony):

[Maximum of 10 hours, additional hours may be added on at an additional fee]

- Assist with bride and groom's needs day of the wedding
- Communicate final detailing and changes to vendors and bridal party
- Set up tables, chairs, plateware, glass ware, and decor at ceremony & reception site (unless done so by the venue)
- Set up signage and special items

Ceremony:

- Ensure ceremony site to set accordingly
- Oversee set up of photographer, videographer, musician, or DJ
- Assist with final touches of wedding party
- Ensure proper procession order
- Cue procession

Reception:

- Set up wedding favors and special gifts
- Ensure guest tables, head table, and sweetheart table are set accordingly
- Coordinate events and announcements in coordination with DJ
- Organize bridal party and guests for grand entrance
- Ensure reception progresses according to timeline
- Direct vendors for breakdown and pick up

*Includes additional assistant day of wedding

Partial Planning & Coordination (Service begins 6 months prior to wedding)

Starting at \$2,000

Prior to Event:

- Initial consultation with client to establish vision, budget, and priorities
- Establish theme and style
- Budget Management
- Vendor recommendations and negotiations
- Arrange and make appointments for venue walkthroughs
- Event layout and design
- Coordinate and confirm vendors
- Organize entertainment and activities
- (1) hour rehearsal the night before the wedding

Wedding Day (Pre-ceremony):

[Maximum of 10 hours, additional hours may be added on at an additional fee]

- Assist with bride and groom's needs day of the wedding
- Communicate final detailing and changes to vendors and bridal party
- Set up tables, chairs, plateware, glass ware, and decor at ceremony & reception site (unless done so by the venue)
- Set up signage and special items

Ceremony:

- Ensure ceremony site to set accordingly
- Oversee set up of photographer, videographer, musician, or DJ
- Assist with final touches of wedding party
- Ensure proper procession order
- Cue procession

Reception:

- Set up wedding favors and special gifts
- Ensure guest tables, head table, and sweetheart table are set accordingly
- Coordinate events and announcements in coordination with DJ
- Organize bridal party and guests for grand entrance
- Ensure reception progresses according to timeline
- Direct vendors for breakdown and pick up

*Includes additional assistant day of wedding

Day of Coordination (Service begins 90 days prior to wedding)

Starting at \$1,500

Prior to Wedding Day:

- Initial Consultation with client about needs
- Assist with final timeline

Wedding Day:

- Assist with bride and groom's needs day of the wedding
- Communicate final detailing and changes to vendors and bridal party
- Set up tables, chairs, plateware, glass ware, and decor at ceremony & reception site (unless done so by the venue)
- Set up signage and special items

Ceremony:

- Ensure ceremony site to set accordingly
- Oversee set up of photographer, videographer, musician, or DJ
- Assist with final touches of wedding party
- Ensure proper procession order
- Cue procession

Reception:

- Set up wedding favors and special gifts
- Ensure guest tables, head table, and sweetheart table are set accordingly
- Coordinate events and announcements in coordination with DJ
- Organize bridal party and guests for grand entrance
- Ensure reception progresses according to timeline
- Direct vendors for breakdown and pick up

*Includes additional assistant day of wedding