RSVP by Paris

Services

Initial Complimentary Meeting

This meeting is included with each service package and is the perfect way to determine if RSVP By PARIS is the right fit for your personality, your style and your event. Designed to be a comfortable, casual meeting specifically to come together to understand each other, we will touch on your wedding goals, ideas, style, preferences, budget and many other topics that pertain to your event. This discussion will be as detailed as you want it to be. After this meeting you are allowed unlimited calls and e-mails to answer any questions or concerns that we may not have covered in our meeting. Our Initial Complementary meeting will include the following brief discussions:

- *Explanation of services*
- *Discuss your overall wedding goals*
- *Style, vision and ideas for your wedding*
- *Review decoration ideas, vision and colors*
- *Presentation and explanation of your bridal profile*
- *Budget concerns and expectations*
- *Discuss guest list limitations determined by budget size*
- *Review portfolio events*
- *Review and discuss contract*
- *Review venue choices and options*
- *Discuss optional payment plans*

Full Service: Tier 1

In- depth Consultation for Planning and Guidance

(Scheduled after receipt of signed contract and deposit)

- *High level discussion of your budget according to package chosen*
- *Review your ideas and vision for the wedding and reception*
- *Review desired locations, options along with pro's and con's of each site*
- *Venue insight, advise, comparisons and recommendations*
- *Review style, theme, color choices and size of event*
- *Share our creative ideas and suggestions to compliment your style*
- *Review and discuss your desired vendors*
- *Vendor referrals that fit your needs and budget*
- *Customized task list provided after meeting*
- *Client will arrange vendor meetings and consultant will attend up to 3 meetings*
- *Client will arrange venue previews and consultant will attend up to 3 previews*
- *Determine your goals for the wedding*
- *Create a personalized design concept*
- *Assist with design of cakes*
- *Offer Guidance with proper etiquette when needed*
- *Provide information on obtaining marriage license on request*

Midway Planning and Guidance Meeting

- *Review Vendors selected for services, review services included by each*
- *Review Venue selected and discuss floor plan, rain plan and layout*
- *Review items included in Venue contract*
- *Provide customized list of additional items needed*
- *Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.*
- *Advise Client of vendor selections on additional services*
- *Provide revised task list after meeting*
- *Provide revised budget and payment worksheet after meeting*

Final Planning and Guidance Meeting with Review of overall Plan

- *Review all contracts and discuss to ensure no detail has been overlooked*
- *Finalize Vendor List and times of deliveries*
- *Advise on structure of Timeline*
- *Highlight and discuss items needed to be included in Timeline*
- *Discuss event, design and style as well as musical selections*
- *Discuss who will perform each task at the ceremony*
- *Design lineup of event party and discuss cueing*
- *Design and supply detailed Timeline after meeting*
- *Schedule and attend on-site planning meeting with Venue*
- *Schedule and attend on-site planning meeting with Caterer, Florist and other vendors*
- *Design floor plan for reception*
- *event consultation, guidance and design*

Full Service: Tier 1 - cont.

Rehearsal

- *Event Consult will attend for one and one half hour*
- *Direct rehearsal flow, advice, coordinate and suggest ceremony details*
- *Discuss who will be responsible for rings and other ceremony duties*
- *Transport items (size limits apply)*

Event Day

- *Event Consultant will attend / arriving 2-3 hours prior to wedding start time*
- *Direct Event*
- *Oversee vendor arrival / main point of contact for vendors*
- *Ensure décor is set according to plan*
- *Transport items from ceremony to reception (size limits apply)*
- *Direct reception flow*
- *Design, direct and plan exit*
- *Deliver snacks and beverages to Event party (additional fee for snacks and beverages)*
- *Distribute any remaining payments or gratuities to vendors as needed*
- *Assist florist Pinning flowers on family and attendants, distribute bouquets and oversee all other floral placements when needed*
- *Ensure timeline is followed and according to plan*
- *Handle any discrepancies, last minute details, event party issues or tardy vendors as needed*
- *Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.*
- *Box up all remaining cake, prepare to go meal if needed, distribute favors to guests.*
- *Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons*

Note:

Included in the Tier 1 are unlimited phone calls and e-mails along with 5 discretionary hours to use as you see fit. Always included in packages: Use of Event Emergency Kit, RSVP By Paris Tool Box.

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Just the Basics "Day of": Tier 2

In- depth Consultation for Planning and Guidance

(Scheduled after receipt of signed contract and deposit)

- *Review your ideas and vision for the event*
- *Review style, theme, color choices and size of event*
- *Customized task list provided after meeting*

Midway Planning and Guidance Meeting

- *Review Vendors selected for services, review services included by each*
- *Review Venue selected and discuss floor plan, rain plan and layout*
- *Review items included in Venue contract*
- *Provide customized list of additional items needed*
- *Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.*
- *Advise Client of vendor selections on additional services*
- *Provide revised task list after meeting*
- *Provide revised budget and payment worksheet after meeting*

Final Planning and Guidance Meeting with Review of overall Plan

- *Review all contracts and discuss to ensure no detail has been overlooked*
- *Finalize Vendor List and times of deliveries*
- *Provide detailed timeline and floor plan*
- *Highlight and discuss items needed to be included in Timeline*
- *Discuss event, design and style as well as musical selections*
- *Discuss who will perform each task at the event*
- *Design lineup of event and discuss cueing*

Rehearsal

- *Event Consult will attend for one-hour*
- *Direct rehearsal flow, advice, coordinate and suggest details*
- *Discuss who will be responsible for whatever duties*
- *Transport items (size limits apply)*

Event Day

- *Event Consultant will attend / arriving 2-3 hours prior to event start time*
- *Direct event*
- *Over see vendor arrival / main point of contact for vendors*
- *Ensure décor is set according to plan*
- *Transport items from ceremony to reception (size limits apply)*
- *Direct event flow*
- *Design, direct and plan exit*
- *Deliver snacks and beverages to event party (additional fee for snacks and beverages)*
- *Distribute any remaining payments or gratuities to vendors as needed*
- *Pin flowers on family and attendants, distribute bouquets and oversee all other floral placements*

Just the Basics "Day of": Tier 2 - cont.

Event Day: continued

- *Ensure timeline is followed and according to plan*
- *Handle any discrepancies, last minute details, Event party issues or tardy vendors as needed*
- *Set-up items: toasting glasses, cake cutter, guest book, place cards, photo's, etc.*
- *Box up all remaining cake and prepare to go meal if needed, distribute favors to guests.*
- *Help load gifts, personal items and keepsake items into designated vehicles and to assigned persons*

Note:

Included in the basic package are unlimited phone calls and unlimited e-mails before or after each meeting. References provided upon request. Always included in packages: Use of Wedding Emergency kit, RSVP By PARIS Tool Box.

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Event Consultation: Tier 3

In- depth Complimentary Consultation for Planning and Guidance
(scheduled after receipt of signed contract and deposit)

- *Completion of your bridal profile*
- *High level discussion of your budget according to package chosen*
- *Review your ideas and vision for the Event*
- *Review desired locations, options along with pro's and con's of each site*
- *Venue insight, advise, comparisons and recommendations*
- *Review style, theme, color choices and size of event*
- *Share our creative ideas and suggestions to compliment your style*
- *Review and discuss your desired vendors*
- *Vendor referrals that fit your needs and budget*
- *Customized task list provided after meeting*
- *Arrange and attend all vendor meetings (limit 7 appointments)*
- *Arrange and attend Venue previews (limit 7 previews)*
- *Determine your goals for the Event*
- *Create a personalized design concept*
- *Planning, development and management of Event budget*
- *Monthly review of budget and revise as needed*
- *Prepare calendar of payments, deadlines and appointments*
- *Provide complete event planning checklist*
- *Act as liaison between you and all vendors*
- *Assist with design of cakes*
- *Offer Guidance with proper etiquette*
- *Provide information on obtaining marriage license upon request*
- *Recommend State of the Art Lighting and Audio applications*
- *Provide list of accommodations for out of town guests*
- *Accompany client(s) to choose attire for the event*

Note:
Included in the RSVP By PARIS Package are unlimited phone calls and e-mails. Always included in packages: Use of Wedding Emergency kit, RSVP By PARIS Tool Box.

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Pricing

Quick note: If you have any questions or concerns, please do not hesitate to contact me ☺

Wedding planning

- **Full event planning – 1,500 have a Fantastic wedding planner!**
- **Design Services – $ 600 this is for the bride that has an imagination but she just needs some help creating the picture, we will design your wedding exactly how you imagined it and more.**
- **Brainstorming – $50 an hour 2 hours minimum, brainstorming is for the bride that what's to do the work herself but needs guidance on where to start, we will sit down with you and help you on Timelines, budgeting, vendors and much more...**
- **Proposal – $200 Not sure how to pop the question?! We have you covered, you will tell us how you want everything to happen and we will get it done, all you have to do is pop the question!**

Event Coordinating

- **Day of - $ 700.00 this is for the bride that has everything done but just needs somebody to make sure that the day goes as planned and stays on time**