

Wedding Planning & Detailing Services

"Day Tripper" -- Day-of Coordinating Package

You're getting married! You've handled the major details and most of the small ones! You have a vision for your big day & I'm here to help you execute and make sure nothing is over-looked. I will be available on-site to make certain everything runs according to plan and your special day is just how you always imagined.

A "day-of coordinator" takes more than just that, I'll start working with you about 90 days prior to the big day to make sure your wedding day is seamless!

Services include:

- Two pre-wedding in-person meetings – typically 90 and 30 days prior to your big day.
- Unlimited communication via email, phone and text throughout the wedding planning process.
- Formulation of wedding-day timeline and distribution to all vendors and ensuring everything comes together just as the bride envisioned it.
- Full communication with all vendors in the final week leading up to the wedding, arranging for day of deliveries, set up and take down.
- Conducting the wedding rehearsal the day before.
- **Day of Responsibilities** (including but not limited to):
 - Assisting the bride and wedding party with dressing, photo schedules.
 - Guiding the bridal party through processional and recessional.
 - Checking details both big (final head count for caterer, number of place settings) and small (placement of favors, menus and napkin folds).
 - Checking floor plans, lighting levels, cake placement.
 - Cueing all wedding professionals.
 - Collection of gifts and personal items, inventory and safe removal
 - Arranging the tipping of the vendors

No need to worry on your BIG DAY! I will handle all the unexpected, such as:

- A groomsman forgot his tuxedo, I will work to arrange an emergency delivery with the rental company
- Wedding Crashers are ordering drinks at the bar and need to be escorted out
- Locating the family members and wedding party members that go missing right before key moments
- The lighting in the event space is too harsh; I will work with the lighting engineer to create a warm ambience.

Pricing starts at \$1050 and is customized based on the couple's needs

“With A Little Help From My Friends” – Partial Planning Package

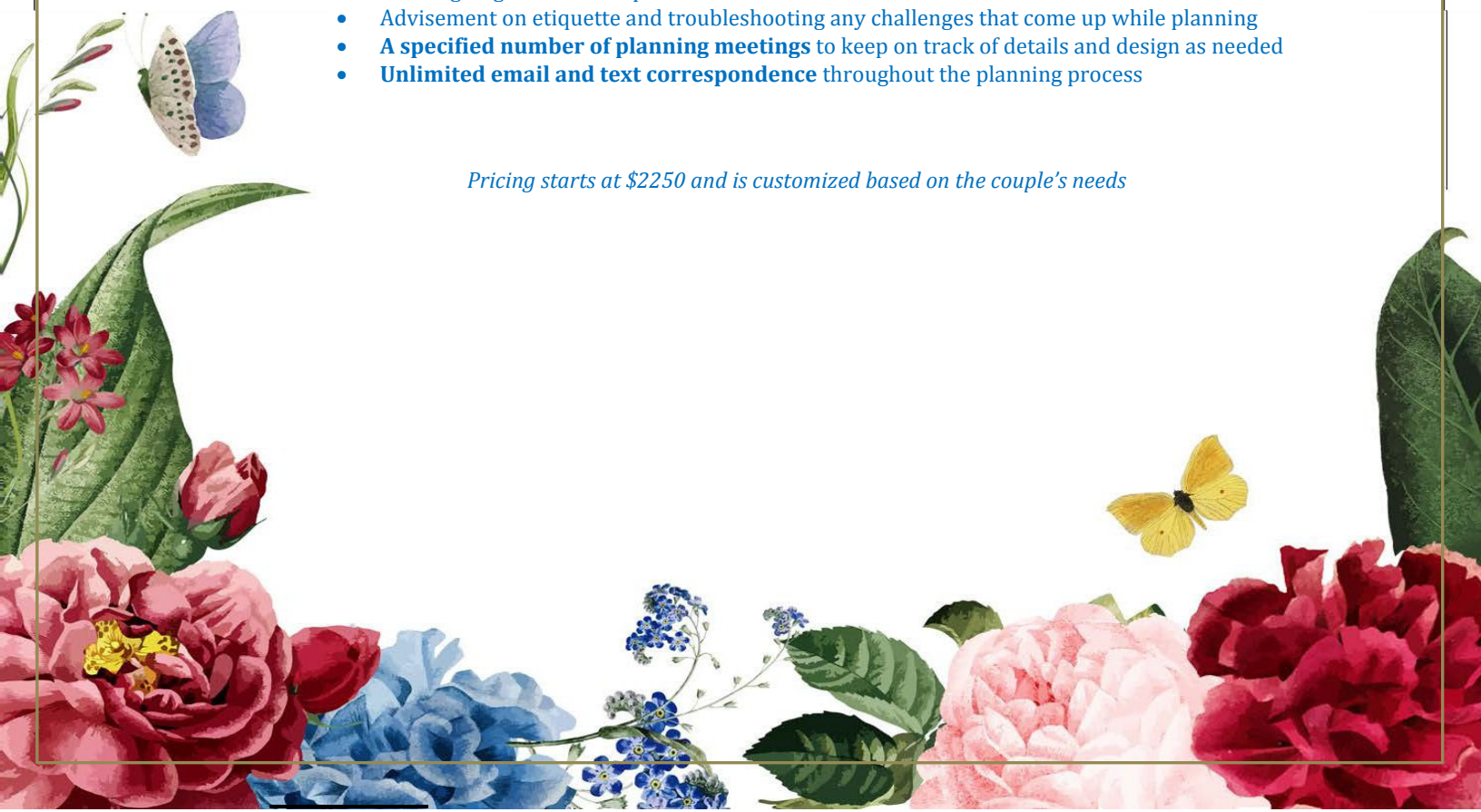
You’ve made the major decisions – the venue, the colors and the overall vision! Pulling it all together can be overwhelming with your busy schedule! You make the decision and I do the work! This highly customizable package is will give you the guidance you need to make sure no detail is overlooked.

In addition to all the components of the “Day Tripper” package, “With A Little Help From My Friends” will provide the extra input you need throughout the planning process make your wedding day all you ever imagined!

Services include:

- **Initial planning meeting** to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives
- Create a comprehensive budget projections and planning timeline for clients enabling them to stay on track and on budget
- Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, transportation, event insurance, and more based on style, availability, and price
- Streamline and make vendor introductions via email so client can make appointments with vendors based on their availability – **a specified number of meetings** to attend vendor meetings of client’s choice
- Review vendor contracts and make recommendations
- Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting
- Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event
- Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception
- Advisement on etiquette and troubleshooting any challenges that come up while planning
- **A specified number of planning meetings** to keep on track of details and design as needed
- **Unlimited email and text correspondence** throughout the planning process

Pricing starts at \$2250 and is customized based on the couple’s needs



"I Want to Hold Your Hand" – Wedding Planning

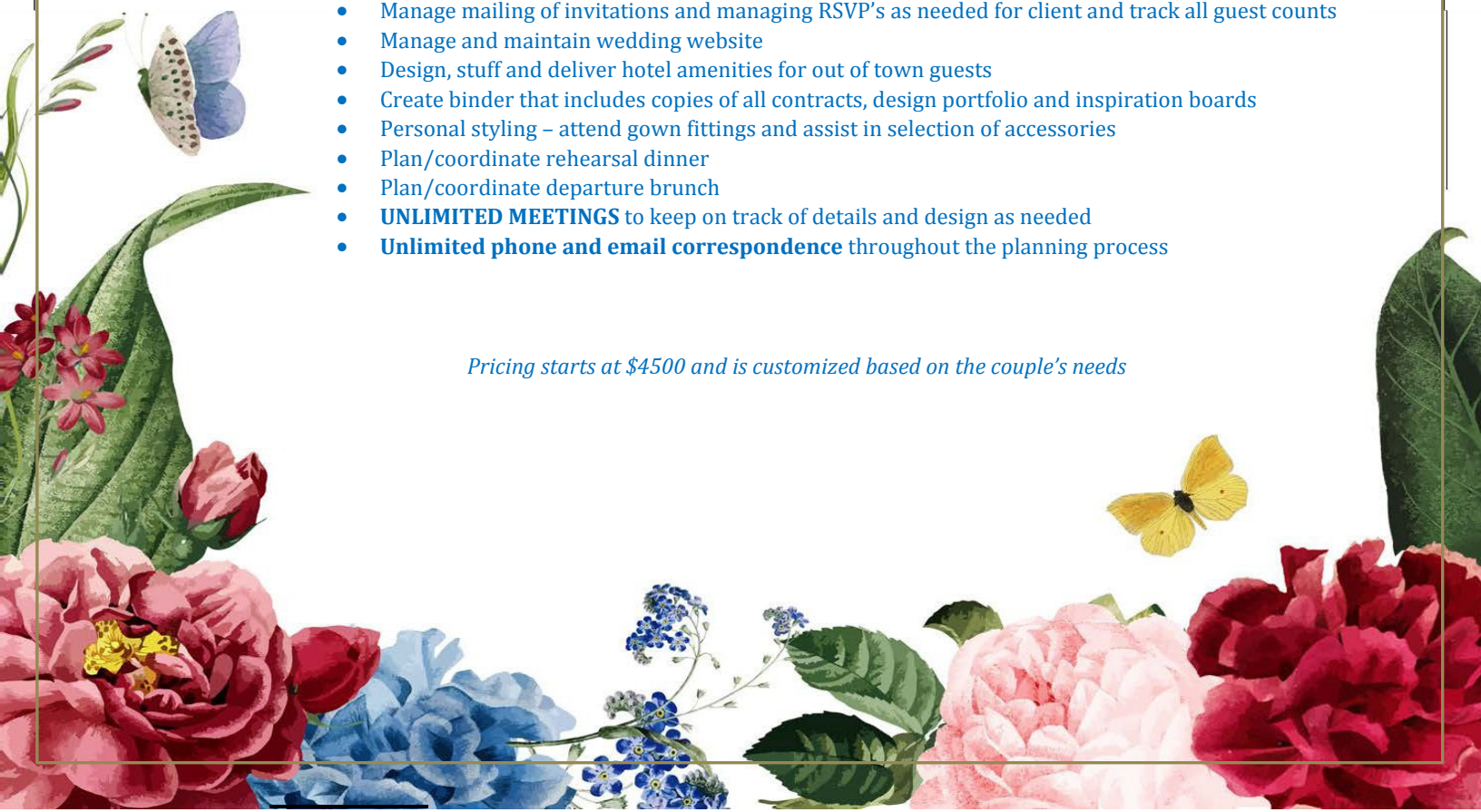
Love is all you need...I've got the rest of it! This package is for the couple's that are looking for a proactive planner to manage all aspects of the wedding planning process. This customizable package is ideal for the busy brides, couples planning an out of town wedding needing the high level communication and assistance to plan for the big day. Development, design and execution are covered!

In addition to all the components of the "Day Tripper" and "With A Little Help From My Friends", the "I Want To Hold Your Hand" package will make the wedding planning process carefree and easy!

Customizable Inclusions:

- **Initial planning meeting** to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives
- **Create a comprehensive budget** projections and planning timeline for clients enabling them to stay on track and on budget
- Facilitate choice of appropriate vendors including, but not limited to venue, décor, catering, rentals, linens, entertainment, photography, video, lighting and Audio Visual, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, ceremony officiant, transportation, event insurance, and more based on style, availability, and price
- Streamline vendor introductions and set up appointments for clients based on their availability – **ATTEND ALL VENDOR MEETINGS** with clients as needed
- Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting and work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event
- Provide unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception
- Manage mailing of invitations and managing RSVP's as needed for client and track all guest counts
- Manage and maintain wedding website
- Design, stuff and deliver hotel amenities for out of town guests
- Create binder that includes copies of all contracts, design portfolio and inspiration boards
- Personal styling – attend gown fittings and assist in selection of accessories
- Plan/coordinate rehearsal dinner
- Plan/coordinate departure brunch
- **UNLIMITED MEETINGS** to keep on track of details and design as needed
- **Unlimited phone and email correspondence** throughout the planning process

Pricing starts at \$4500 and is customized based on the couple's needs



“Help!” – Power Planning Session

Wedding planning can be overwhelming and stressful! I am available for custom planning sessions to get you started or get you back on track.

- Personalized hourly session to help get your wedding or special event planning on track.
- If you are just getting started I will give you a great foundation to start wedding planning on the right foot and lead you down the right path with vendor recommendations tools, and resources.
- If you are mid-way through the planning process we will review what needs to be done, set goals and deadlines and close any gaps in your current plan.

***Does not include budget planning*

Pricing is \$100/hour with a minimum of \$200

“Come Together” – Pre & Post Wedding Event Planning

Engagement Parties...Showers...Bachelor/Bachelorette Parties...Rehearsals...Bridal Party Luncheons...Brunches! There are many events in the months and days leading up to and immediately following the wedding! Often an afterthought of the Big Day, I will plan a personal, fun, and worry free event to bring your friends and family together in style!

Services include:

- **Initial planning meeting** to discuss an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives
- Facilitate choice of appropriate vendors including, but not limited to venue, décor, catering, rentals, linens, entertainment, photography
- Provide unique ideas to compliment chosen design concept for invitations, favors, and all the other details
- Day of coordination, decorating, set up and clean up, as necessary

Pricing starts at \$500 and is customized based on the event

