

{ Events Inspired }

DAY OF COORDINATION {STARTS AT \$990}

- Our Preferred Vendor List, Music Template, Ceremony Script Examples and Gratuity Guide are provided
 - 12 month Planning Checklist is provided
 - Client contacts all vendors and collects all proposals
 - Sample Day of Timeline is provided; client is responsible for creating Day of Timeline
 - One meeting (scheduled 2 weeks prior to event)
 - Review all venue and hired vendor contracts
 - Check-in with all vendors one week prior to event
 - Coordinate Rehearsal
 - Lead Coordinator + assistant for the day of your event
 - Day of Coordination of all vendors
 - Set-up of personal décor/specialty items day-of
 - Arrange and set all escort/place cards
 - Verify floorplan for placement of tables and correct quantity of chairs
 - Organize those involved in the Ceremony & cue Ceremony music
 - Transfer personal décor items from Ceremony site to Reception site
 - Organize Wedding Party for Grand Entrance
 - Ensure Day of Timeline and announcements are executed as planned
 - Distribute vendor final payments and gratuities
 - Services end promptly at 10:00pm; can be extended for an additional \$80/hr
- If contracted through the conclusion of your event, we ensure all personal décor is packed and delivered to its assigned location. We also check out with all vendors and venue representative prior to our departure.
Communication with Lead Coordinator begins 3 weeks prior to event

MONTH OF PLANNING {STARTS AT \$1,390}

- **Includes everything above PLUS:**
 - Up to three meetings prior to event, including a final walkthrough
 - Create and manage Day Of Timeline
 - Contracted through the conclusion of the event
- Communication with Lead Coordinator begins 60 days prior to event*

PARTIAL PLANNING {STARTS AT \$2,490}

- **Includes everything above PLUS:**
 - Up to five meetings prior to event, including a final walkthrough
 - Planning Support and Guidance throughout contracted service time
 - Create and provide Customized Month-to-Month Planning Checklist
 - Create and provide Customized Budget Worksheet
 - Decor and Design recommendations
- Communication with Lead Coordinator begins 6 months prior to event*

FULL PLANNING {STARTS AT \$3,990}

- **Includes everything above PLUS:**
 - Consistent meetings throughout planning process, including a final walkthrough
 - Assistance with venue selection
 - We reach out to vendors directly for availability, pricing, and request contracts on your behalf
 - Schedule and attend vendor meetings
 - In communication with all hired vendors throughout planning process
 - Create and maintain Customized Month-to-Month Planning Checklist
 - Create and maintain Customized Budget Worksheet
 - Create and maintain Vendor Payment Schedule
 - Create digital Floral and Overall Event Design Inspiration Boards
 - Assist with selection of Invitation Suite Design
 - Decor and Design recommendations and assistance sourcing items
 - Create customized floorplan of event space(s)
- Communication with Lead Coordinator begins once contracted*

We established {Events Inspired} in 2012 and have become one of San Diego's premier, award-winning Event Design and Planning companies. Our passion for design allows us to generate concepts and spaces that create unforgettable experiences for each event. We truly enjoy working with our clients and pride ourselves on the relationships that are created during the design and planning process. We would love to work with you on your big day!

www.eventsinspiredsd.com



Special thank you to Natalie Bray Photography & Sierra Solis Photography

Julia Bagunu
julia@eventsinspiredsd.com
209.406.8893

Stephanie VandenBerg
stephanie@eventsinspiredsd.com
619.840.4206

