



## ***The Trademark Package*** ***Starting at \$4,000***

The Trademark is an all-inclusive package designed to take all of the pressure off of the bride, groom, and families. We will work with you to design the event of your dreams without any of the stress that is typically involved in planning. This package also guarantees you have priority for meetings/walk throughs.

### **CUSTOM PLANNING TOOLS**

- You will be provided with a custom wedding planning book, either physical or digital (your choice) which will include all relevant paperwork, important dates to remember, budgetary information, and all other pertinent paperwork and forms for your personal records (and memories!).

### **PRIORITIZING YOUR BUDGET**

- Budget development, prioritization and management

### **SECURING YOUR IDEAL VENUE**

- Location scout for Ceremony & Reception sites that meet budget and stylistic needs— includes venue research, review, coordinate appointments, in-person visits (actual number based on needs) & selection
- Contract review & negotiation

### **PAIRING YOU WITH & SECURING THE RIGHT TEAM OF VENDORS**

- Identify professional vendors within each category, based on your budget and stylistic needs
- Verify vendor availability and pre-negotiate signature value they can provide
- Pull customized proposals, as needed
- Arrange and attend vendor meeting(s) (actual number based on needs)
- Contract review & negotiation
- Vendor payment schedule & alerts



## CREATING YOUR TRADEMARK WEDDING DESIGN & DETAILS

- Wedding design inspiration presentation to determine wedding design direction (explores design looks & feels)
- Design and implement a web and social media presence for your event:
  - Create a custom wedding logo, if desired
  - Help create and brand your perfect wedding #hashtag
  - Design and implement a custom Snapchat filter for your wedding guests to use
  - Build your wedding website
- Final inspiration board for Client's approval
- Attendance at preliminary floral design meeting(s)
- Recommendations and guidance on rental & design vendors
- Attend design vendor preliminary/planning meetings (actual number based on needs)
- On-going exchange of décor ideas and signature details
- Ensure design cohesiveness; assist with: linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
- Decor/Centerpiece/Favor custom creation available when applicable
- Logistics planning; on-site visits
- Coordinate Design Sample Meeting with vendors to finalize design & tabletop details

## ASSISTANCE WITH ADDITIONAL PLANNING SERVICES

- Planning, assembling and delivering of guest welcome bags
- Coordinate transportation arrangements & itinerary
- Coordinate driving directions & maps
- Coordinate hotel accommodations
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## COORDINATING YOUR REHEARSAL

- Orchestrate Ceremony Rehearsal (or support church coordinator)
- Distribute and review Event Timeline with Wedding Party
- Review/deliver personal items
- Plan Rehearsal Dinner (optional)



## COORDINATING AND EXECUTING YOUR WEDDING DAY

- Oversee setup of Ceremony and Reception site(s)
- Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- Distribute personal flowers
- Coordinate & execute flow of Ceremony & Reception
- Coordinate Reception formalities
- Oversee all vendor commitments
- Deliver final payment and/or gratuities to vendors
- Ensure all Ceremony & Reception items are packed and placed in designated location
- Provide Emergency Kit

*Assistant Coordinator(s) to be included in customized proposal based on guest count and event details*

*The Trademark Package includes one additional event planned at **no additional charge**:*

Engagement Party  
Bachelor/Bachelorette Party  
Bridal Shower  
Rehearsal Dinner/ Brunch  
Post-Wedding Brunch

*Any events after the one that is included in the package will be quoted at an additional charge, at a **discounted rate**.*



## *The Visionary Package*

### *Starting at \$3,000*

For the couple who desires professional guidance throughout the planning process including venue selection, vendor selection and signature event design. We are with you every step of the way!

#### PRIORITIZING YOUR BUDGET

- Budget development & prioritization
- Guidance on how to stay within your overall budget

#### LEADING YOU TO YOUR IDEAL VENUE

- Define your venue vision and establish criteria
- Location research for ceremony and reception site(s) that meet criteria, stylistic needs & budget
- Verification of location availability
- Provide venue referrals for Ceremony or Reception site, based on your budget and wedding vision (Client to scout properties)
- Review selected venue contracts and provide consultation

#### LEADING YOU TO THE RIGHT VENDORS TO CREATE A STRONG, PROFESSIONAL TEAM

- Locate and verify vendor availability
- Provide a customized recommended vendor referral list, based on your budget and stylistic needs
- Verify vendor availability and pre-negotiate signature value they can provide
- Pull customized proposals, as needed
- Attend vendor meetings (optional, actual number based on needs)
- Review selected vendor contracts and provide consultation

#### CREATING YOUR SIGNATURE WEDDING DESIGN

- Wedding design inspiration presentation to determine wedding design direction
- Final inspiration board for Client's approval
- Attendance at preliminary floral design meeting(s)
- Recommendations and guidance on rental and design vendors
- On-going exchange of décor ideas and signature details to evolve your vision (optional)
- Design Sample Meeting with florist to finalize design & tabletop details (optional)



#### COORDINATING YOUR REHEARSAL

- Orchestrate Ceremony Rehearsal (or support church coordinator)
- Distribute and review Event Timeline with Wedding Party
- Review/deliver personal items
- Plan Rehearsal Dinner (optional)

#### COORDINATING AND EXECUTING YOUR WEDDING DAY

- Oversee setup of Ceremony and Reception site(s)
- Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- Distribute personal flowers
- Coordinate & execute flow of Ceremony & Reception
- Coordinate Reception formalities
- Oversee all vendor commitments
- Deliver final payment and/or gratuities to vendors
- Ensure all Ceremony & Reception items are packed and placed in designated location
- Provide Emergency Kit

*Assistant Coordinator(s) to be included in customized proposal based on guest count and event details*

*The Visionary Package allows you to add on any of the following additional events at a **discounted rate**:*

Engagement Party  
Bachelor/Bachelorette Party  
Bridal Shower  
Rehearsal Dinner/ Brunch  
Post-Wedding Brunch



## ***Month-of Wedding Coordination Package***

For the couple who has planned the majority of their event on their own, but [wisely] are seeking assistance in making sure the day goes as planned, this is the package for you! Many planners would refer to this as their “day-of” package, but in order to really do things *right*, we will come in for the last month and tie up all loose ends.

### CREATING YOUR WEDDING DAY BLUEPRINT

- Initial Event Timeline Development Meeting
- Develop, update & manage Event Timeline
- Develop & manage Wedding Day Checklist
- Develop and manage Production Schedule (including vendor set-up and strike)
- Final Event Timeline & Details Meeting

### COORDINATING THE LOGISTICS AND DETAILS

- Ceremony and Reception site walk-thru (Client secures location(s))
- Floor plan assistance
- Assist in planning Ceremony flow & formation

### COORDINATING THE DETAILS WITH YOUR CONTRACTED VENDORS

- Review vendor contracts (Client secures vendors)
- Coordinate logistics with venue & vendors
- Distribute & review approved Event Timeline and Production Schedule with vendors
- Final vendor confirmations

### PROVIDING ONGOING PROFESSIONAL GUIDANCE

- On-going communication
- On-going etiquette advice
- Execution Phase

### COORDINATING YOUR REHEARSAL

- Orchestrate Ceremony Rehearsal (or support church coordinator)
- Distribute and review Event Timeline with Wedding Party
- Review/deliver personal items
- Plan Rehearsal Dinner (optional)

### COORDINATING AND EXECUTING YOUR WEDDING DAY



- Oversee setup of Ceremony and Reception site(s)
- Set up all personal items (including programs, favors, escort cards, cake items, etc.)
- Distribute personal flowers
- Coordinate & execute flow of Ceremony & Reception
- Coordinate Reception formalities
- Oversee all vendor commitments
- Deliver final payment and/or gratuities to vendors
- Ensure all Ceremony & Reception items are packed and placed in designated location
- Provide Emergency Kit

*Assistant Coordinator(s) to be included in customized proposal based on guest count and event details*



## *A la Carte Services*

Any of the following services can be booked individually, or added onto an existing package

Proposal Planning	Initial concept plus wedding "branding" which includes a logo, wedding website, and social media integration
Engagement Party Planning	Invitation addressing and mailing
Stationery, Save the Date and Invitations design and Calligraphy	Timelines, Schedules and Itineraries
Transportation*	Venue Selection and Management
Destination Planning	Hotel Room Blocks
Personal styling including wedding dress consultation, bridesmaid styling, and additional party styling (parents, grandparents, etc)	Tabletop design, linens, custom furniture and accessories
Custom made centerpieces	Wedding Favor design and construction
Floral Design Consultation*	Lighting and sound consulting*
Rentals	Tenting*
Audio/Visual*	Catering Consultation & Contract management
Entertainment and Music	Lighting and Sound*
Bridal Shower Planning	Hair and Make up
Bachelor/Bachelorette Party Planning	Rehearsal Dinner Planning

*Additional items can be negotiated upon request*

\* = These services are not directly provided by Trademark Weddings. These list items indicate our ability to recommend vendors, organize and facilitate meetings with those vendors, and negotiate and manage contracts.