



*Full Wedding Design & Coordination  
Let us do it all!*

*Unlimited e-mail and phone communication  
Coordination of the wedding ceremony rehearsal, rehearsal dinner,  
wedding ceremony and reception dinner/dance  
Vendor recommendations, procurement and contract negotiation  
Hotel accommodations and sourcing  
Budget maintenance  
Wedding logistical timeline  
Guest list invitation and RSVP services  
“Look & Feel” of the Wedding, Production design and layout  
Couple/vendor meetings as required throughout planning stages  
Accompany final walk through with the Couple at the Reception venue  
Two coordinators to handle onsite logistics  
Welcome gifts and amenities procurement, assembly, and distribution  
Pre and post coordination of wedding day weeks prior to the date of the event  
Inventory of all items for the receptions, family, bridal party  
Set up of wedding materials and décor detail at the venues  
Vendor load-in and load-out scheduling  
Act as liaison between vendors and client  
Establish a working relationship with the contracted venue and all vendors to ensure a  
flawless wedding  
\$10,000*

Wedding packages for 150 wedding guests or less

*Revised December 2018*



*Partial Wedding Design and coordination  
If you found a venue, this is the package for you!*

*Unlimited e-mail and phone communication  
Coordination of the wedding ceremony rehearsal, rehearsal dinner,  
wedding ceremony and reception dinner/dance  
Vendor recommendation, negotiation and review of contracts  
Budget maintenance  
Wedding logistical timeline  
Guest list invitation and RSVP services  
“Look & Feel” of the Wedding, Production design and layout  
Couple/vendor meetings as required throughout planning stages  
Accompany final walk through with the Couple at the Reception venue  
Two coordinators to handle onsite logistics  
Welcome gifts and amenities procurement, assembly, and distribution  
Pre and post coordination of wedding day weeks prior to the date of the event  
Inventory of all items for the receptions, family, bridal party  
Set up of wedding materials and décor detail at the venues  
Vendor load-in and load-out scheduling  
Act as liaison between vendors and client  
Establish a working relationship with the contracted venue and all vendors to ensure a  
flawless wedding  
\$7,000*

*Day-of Coordination  
You got it all planned? Let us make sure your vision comes to life!  
Up to 50 hours of planning and 25 hours day of service  
Coordination begins 3 months prior to the wedding date  
Unlimited e-mail and phone communication  
Pre and post coordination of wedding day weeks prior to the date of the event  
Create final Wedding logistical timeline  
Confirmation of all vendors contracted by the Couple  
Accompany final walk through with the Couple at the Reception Venue  
Two coordinator onsite to handle onsite logistics  
Set up all wedding materials and Décor detail at the venues  
Inventory of all items for the receptions, family, bridal party  
Vendor load-in and load-out scheduling  
Act as liaison between vendors and client  
Establish a working relationship with the contracted venue and all vendors to ensure a  
flawless wedding event  
\$2,500*

Wedding packages for 150 wedding guests or less

Revised December 2018