



*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