



### ***Services Offered***

#### **Day-of Coordination Service**

Day-of coordination services is for the clients who have already booked all their vendors and services. These clients would like for someone else to come in as their Person of Contact on the day of their wedding. Day-of Coordination starts three months prior to the wedding date and includes:

- Unlimited consultation via phone, email and/or text.
- Review of all vendor contracts and scheduling of final payments.
- At least three hours of in-person or video conference consultation time.
- Visit to ceremony and reception sites prior to the wedding.
- Development of wedding timeline for vendors and bridal party.
- Follow up telephone calls to all contracted vendors.
- Wedding rehearsal supervision two hours.
- Set-up and coordination of hotel blocks for out-of-town guests.
- Arrangement of honeymoon travel details.
- On-site coordination and supervision at the ceremony and reception sites for up to 15 hours on the day of the wedding.
- Starting at \$1,550

#### **Partial Planning**

Partial Planning is for the clients who have already booked their reception and/or ceremony venue(s). These clients may need help choosing one or more of their remaining vendors. Partial Planning starts once booked and includes:

- Unlimited consultations via phone, email and/or text.
- Discussion of theme, color, style and overall design.
- Research and recommend professionals in each category that match your style and budget.
- Attendance at two vendor appointments of your choice.
- Scheduling of all vendor meetings and interviews.
- Review of all vendor contracts.
- Create budget; manage deposit and payment schedule.
- Checklist creation and review.
- Mailing of invitations and handling of RSVPs.
- At least three hours of in-person or video conference consultation time.
- Visit to ceremony and reception sites prior to the wedding.
- Development of wedding timeline for vendors and bridal party.
- Follow up telephone calls to all contracted vendors.

- Wedding rehearsal coordination two hours.
- Set-up and coordination of hotel blocks for out-of-town guests.
- Arrangement of honeymoon travel details.
- Onsite coordination and supervision at the ceremony and reception sites for up to 15 hours on the day of the wedding.
- Starting at \$2,300

### **Full Service Planner**

Full Service Planning is for the clients who have yet to begin their planning process. AraYana Events LLC will come in at the beginning stage and assist with planning from beginning to “WE DO”.

- Unlimited consultations via phone, email and/or text.
- Four to five hours of in-person (or video conference if unable to meet in person) consultation time.
- Discussion of theme, color, style and overall design.
- Research and recommend professionals in each category that match your style and budget.
- Attendance at two to three vendor appointments of your choice.
- Scheduling of all vendor meetings and interviews.
- Review of all vendor contracts.
- Create budget; manage deposit and payment schedule.
- Checklist creation and review.
- Mailing of invitations and handling of RSVPs.
- Visit to ceremony and reception sites prior to the wedding.
- Development of wedding timeline for vendors and bridal party.
- Follow up telephone calls to all contracted vendors.
- Wedding rehearsal coordination two hours.
- Set-up and coordination of hotel blocks for out of town guests.
- Arrangement of honeymoon travel details.
- Onsite coordination and supervision at the ceremony and reception sites for up to 15 hours on the day of the wedding.
- Starting at \$3,500