

ROSALIE DEAR

WEDDINGS AND EVENTS

DAY-OF COORDINATION

Package Includes:

BEFORE YOUR WEDDING

- Unlimited email and telephone communication starting immediately at booking
- Three in-person meetings including introductory consultation, site visit, and 30-day final details meeting
- Vendor communication with vendors starting 30 days before your wedding
- Creation of a timeline and floor plan

THE WEEK OF YOUR WEDDING

- Assistance picking up any rentals or personal items
- Rehearsal direction

YOUR WEDDING DAY

- 12 hours on-site coordination including
 - ✦ oversight of vendor set-up, breakdown, payments and execution
 - ✦ set up of decor, stationery, gift and cake tables, guest book, favors, etc.
 - ✦ distribution of all personal flowers to wedding party and family
 - ✦ timeline maintenance
 - ✦ coordination between vendors and the couple
 - ✦ queuing of special processions, entrances, and events
 - ✦ last minute errand runs
- Use of emergency kit
- Collection of gifts and cards and distribute them to the correct family member, car, or hotel room
- Gathering of any personal decor items and rentals for return

POST WEDDING

- Any follow up communications necessary with vendors
- Assistance with return of rental items

\$1200



NEED MORE COVERAGE?

Extended Coordination - Add \$300

Start your vendor management as soon as you book. Rosalie Dear will take over vendor communication and oversight immediately. Includes reminders so you never miss a vendor payment or other due date

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A LA CARTE PRICING

Concierge Services

\$50/hour

Help with most wedding errands: picking up or dropping off rentals, assembling and mailing invitations, vendor research, DIY-project help. Price includes drive time for any pick-up/drop-off errands

Timeline Creation

\$100

A comprehensive timeline based on your vision, your venue, and the needs of your vendors

Emergency Wedding Day Kit

\$150

Rental of a comprehensive day-of emergency kit for your event. Includes nearly everything you could need: first aid kit, beauty and hygiene items, fashion items, and handy tools, tape, and extension cords.

Floor Plan Creation

\$200

Layout of tables, chairs, and key decor elements for your ceremony and reception

Rehearsal Direction

\$200

Two hours of direction to help your rehearsal run smoothly and ensure you, your family, and your wedding party know what to do when your wedding day arrives

Decor Package

starts at \$300

A custom decor package for your wedding including design and execution based on your vision and your budget. Cost varies based on scope of design and cost of decor items

Rehearsal Dinner or Day-After Brunch Planning and Coordination

\$500/event

Full service planning and coordination for your rehearsal dinner or day-after brunch and gift opening

Handmade Items

Varies

Handcrafted decor, reception, or ceremony items for your wedding. Cost varies based on time needed, scope of design, or cost of supplies

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FULL-SERVICE WEDDING PLANNING

Package Includes:

BEFORE YOUR WEDDING

- Unlimited email and telephone communication starting immediately at booking
- Ten in-person meetings including planner/client consultations, vendor meetings, site visits, and 30-day final details meeting
- Creation of custom wedding checklist, timeline, and floor plan
- Vendor selection
- Decor design

THE WEEK OF YOUR WEDDING:

- Collecting any rentals or personal items needed for your wedding
- Rehearsal direction

\$3500

YOUR WEDDING DAY

- 12 hours on-site coordination including
 - ✦ oversight of vendor set-up, breakdown, payments and execution
 - ✦ set up of decor, stationery, gift and cake tables, guest book, favors, etc.
 - ✦ timeline maintenance
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