

# Everlasting Details Wedding Assistance Services

## Day Of Coordination

(Months of Coordination)

The planning process for day of coordination will begin immediately after I am hired. In order to properly assist you on your day, we will begin the planning process several months in advance. This service includes the rehearsal as well as coordinating the entire day of your wedding. Timing and placement of attendants. Instruction and supervision to make sure everything runs smoothly. Together we will develop a detailed Day of Timeline. I will coordinate with vendors such as caterer, officiant, limo, bartender, etc. Complete organization for the entire event. I will be the first person to arrive the day of your wedding and the last person to leave once the reception is over. I will be responsible for keeping the flow of guests moving through each phase of your wedding. I will collect all of your personal and sentimental items to be given to you or assigned person.

Starting at: \$800

## Full Coordination

Develop a budget

Preferred vendor list

Vendor billing assistance

Full timeline schedule

Honeymoon planning

Additional events (added fee)

Engagement party

Bridal shower

Bachelor/Bachelorette party

Rehearsal dinner

Personal and professional care with all vendors and contracts to give clients peace of mind when dealing with details. Ensuring vendors are held accountable for their services.

(This fee incl. all other services offered excluding Everlasting Decor Rustic Rentals)

Starting at: \$ 2500

## Guest Organization

Create guest list log  
Send out invitations  
Receive RSVPs  
RSVP follow-ups  
Communicate guest count to vendors  
Tracking mail delivery dates  
Arranging out of town guest accommodations and transportation  
Guest greetings and seating  
Thank you card send outs  
Gift organization

Starting at: \$ 350

## Decor Set Up

### **Basic Plan**

Tables, chairs, and linens  
Centerpieces and tableware  
Ceremony seating.

Starting at \$ 250

### **Full Plan**

(Includes everything in Basic Plan as well as)

All props and decor  
Individual site setup  
Full venue layout plan  
Signage, place cards, entry tables, accent decor, etc.

Starting at \$ 500

## Clean Up

When the event is over, we will organize all decor and rented items for return. We will fully clean all areas used, giving you peace of mind as newlyweds. We will keep a list of all items to be returned to vendors along with delivery of said items. Additional charge for mileage when returning items to vendors.

Starting at: \$300

\*Partial Day of Coordination, Rentals and customizing any of these services is also available upon request. Feel free to contact me at (262) 497-3112 to discuss these option!!





