



“Hug” Package (\$2,500 - \$2,700)

- *Unlimited vendor referrals – vendors within budget and style
- *Coordinator will obtain existing vendor contact information
- *Unlimited phone and email access with coordinator after deposit and contract are received
- *3 Meetings Minimum:
 - Initial meeting – fill out initial questionnaire and explain packages and contract
 - Venue walk through with client – obtain venue rules and regulations to distribute to all vendors. Determine layout and location of ceremony, cocktail hour, and reception décor.
 - Final meeting – 1 – 2 weeks prior to wedding date. Review timeline, vendor contact list, décor sheet, and processional order. Fill out final questionnaire
- *Additional meetings by request
- *Personalized timeline – after consulting with photographer, videographer, hair / makeup, and DJ a first draft of timeline will be made at least 1 month prior to event. *Timeline will include general timing of the day, vendor arrival and departure times, and addresses of all locations pertinent to execution of event.
- *Coordinator will execute timeline on day of the event.
- *Creation of processional order
- *Create list of all final decor elements including all tables, ceremony site, cocktail area, and reception location
- *At scheduled rehearsal, coordinator will be responsible for lining up bridal party, processional, formation of bridal party at altar, summarizing ceremony events and recessional.
- *Pick up of final décor elements at final meeting, rehearsal, and / or morning of event.
- *Coordinator will check in with client(s) during preparation hours
- *Will distribute final payments and / or gratuity to all vendors in a sealed and labeled envelope
- *Coordinator will stay for entirety of event and pack all personal belongings of clients into designated vehicle or room
- *After final meeting with clients, coordinator will become main contact for all vendors
- *After final meeting, coordinator will contact vendors with timeline
- *Obtain final guest list including table number and meal choice
- *Distribute personal flowers
- *Oversee signing of marriage license
- *Emergency kit provided for day of including: double sided tape, bobby pins, safety pins, sewing kit, deodorant, tampons, scissors, lights, etc.
- *One assistant included

“Kiss” Package (\$3,500 - \$3,700)

- *Everything included in “Hug” Package
- *After signed contract is received coordinator becomes main contact with vendors
- *Coordinator sets up all potential vendor meetings
- *Coordinator reviews all final vendor details and contracts
- *Coordinator will attend first choice vendor meetings for photographer, videographer, DJ or Band, florist, rentals, cake / desserts, and caterer
- *Coordinate family photos on day of the event
- *Based on a year long engagement, coordinator will provide a task and checklist timeline
- *Budget development
- *Design inspiration
- *Includes one assistant

“Hugs and Kisses” Package – 10% of budget w/ minimum fee of \$5,500

- *Everything included in “Kiss” Package
- *Venue scouting & booking
 - Includes: development of budget for each potential venue, contract review and negotiation, visits to each potential venue with client, advice and guidance on potential venue pros and cons.
- *Management of budget, including budget document updates through planning process.
- *Negotiate final details and contracts with all vendors that are included in the wedding budget.
- *Coordinator will attend all vendor meetings for each potential vendor, as well as each meeting leading up to the wedding day for each booked vendor.
- *RSVPs can be mailed directly to your coordinator. They will then create and organize your guest list. This form will be used for your seating assignments.
- *Design implementation for escort cards or board, programs, menus, table numbers, invitations, save the dates, etc.
 - Includes: Help in securing any DIY or unique design elements
- *Secure hotel accommodations for out of town guests and couple, which includes room blocks
 - Includes: As many hotels as necessary to accommodate guest count.
- *Assistance in booking rehearsal dinner venue
 - Includes: Venue scouting & booking, budget, décor, setup and breakdown of event.
- *Includes two assistants