

Elegantly Done!♥♥

Events & Affairs

Wedding Services & Decor Packages



WEDDING PACKAGE DETAILS

Initial Consultation - FREE

This meeting is included with each package and is the perfect way to determine if Elegantly Done Events & Affairs is right for your wedding day needs. Designed to be a comfortable, casual consultation, where we will discuss your wedding day ideas, visions and budget. We will get to know each other while reviewing which package is best for your wedding day!

Key Discussion Topics include:

- Discuss your overall wedding goals, current planning stages, style, vision and ideas for your wedding
- Review venue choices and options
- Budget concerns and expectations
- Explanation of the services EDE provides and optional payment plans

Essential Package- Bridal Concierge- Exclusively for the Bride!

Your Lady in Waiting will be there until the moment you say, “I Do” offering a peace of mind by attending to your personal needs on your wedding day. You are her top priority and she will dedicate her undivided attention solely to ensuring you are completely worry-free while getting ready for your day. She will handle all the little details that can go unnoticed during the natural “chaos” of the wedding day. **This is a great gift for the Bride-to-be!**

Services Included:

- Care of the Bride & Bridal Parties’ personal belongings i.e. cell phone, purse, bouquets.
- Coordinate hair and make-up schedule with bridal party and stylists
- Ensure the upkeep of the Bridal Suite so it is “photography ready”
- Make sure photographer arrives on time and has a “must shoot” list
- Gather bride, bridal party and immediate family for photos
- Serve as the Bride’s Liaison between family, bridal party, wedding coordinator, and/or vendor director
- Handle Wedding Bands and Marriage License on the wedding day- if needed
- Communicate with Best Man to make sure the Groom is getting dressed and on-time
- Perform last minute, day of errands and coordinate any food deliveries and set up and clear all meals
- Assist the bride into her bridal attire
- Provide the Bridal Emergency kit
- Bustle the Bride’s bridal train before she makes her entrance into the ceremony and beyond
- Gather and pack bridesmaid's belongings, in case of no return to Bridal Suite

Elite Gentlemen Package- Grooms Only

Gentlemen, this package is perfect for those of you who need assistance with your portion of the wedding planning. It includes 4 hours of consultation, budget management, assistance with tuxedo selections, wedding etiquette, passport info, honeymoon planning, transportation, selecting and securing travel arrangements, groomsmen gift selections, and more.

Extraordinary Package- Vendors Only

This service is for the bridal couple who are planning their wedding themselves but are in need of creative, trustworthy vendors. We've done all the research and will provide you with a list of reputable vendors who will work within your budget, while captivating your unique vision & style. We will schedule appointments with the vendors you choose and for an additional fee, accompany you to negotiate contracts, provide menu suggestions and more. We can also provide vendor lists only, as needed.

Vendor Service

- Prepare itineraries to be provided to Vendors
- Schedule appointments and accompany clients to vendor meetings
- Coordinate with vendors to ensure services/products are provided in a timely manner
- Ongoing updates and consultation with clients about Vendors services/products

Elegance for a Day- Day of Coordination

This package is perfect for the bridal couple/host who have completed all the planning themselves (AWESOME JOB!) but want a professional to bring it all together on their wedding day. We provide assistance during the last two months of your wedding planning (the busiest time). Elegantly Done! will flawlessly coordinate and manage the ceremony and reception while you relax and enjoy your wedding day! Timeframe: We start planning with you approximately 6-8 weeks prior to your wedding day (depending on when you reserve our services)

First Meeting- After 30min Complimentary Consultation: First Steps

- Review details and discuss all aspects of your wedding planning thus far
- Assistance with negotiating hotel rooms and bookings for Out-of-Town Guests
- Review wedding day checklists and itineraries
- Review all Vendor and Service Provider contracts to confirm services, balances due and time of delivery/setup

Second Meeting: Details

- Assistance with Ceremony Program
- Assistance with the Rehearsal Dinner Planning- Location/Invitations/Décor, etc.
- Venue Walk-thru
- Marriage license details and Name change assistance
- Assistance with Ceremony and Reception seating chart
- Verify all payment schedules are up to date
- Provide Maps & directions for Bridal Party, Vendors and Out of Town Guests (If needed)
- Review contracts and finalize timing of the wedding day events
- Review checklist and finalize all the last-minute details and changes that need to be made

Wedding Rehearsal:

- Rehearsal Coordination- 2 hours direction of the wedding rehearsal to organize your Bridal Party and make sure that everyone knows their roles.
- Distribute the wedding day itinerary to the Bridal Party
- Provide Wedding day checklist and detailed agenda for the Bridal Party, Vendors and Service Providers

Your Special Day! Up to 10 Hours of Service (additional hours available for a fee)

Wedding morning wake-up call for Bride and Groom

Ceremony...

- Arrive two hours prior to the ceremony to meet Vendors with their deliveries and set-up
- Set-up all special wedding-related items- i.e. Unity Candle, Pew Decorations, etc...
- Handle the payment of the clergy, musicians, and other vendors if needed
- Pin on Boutonnieres & Hand out Bouquets
- Assist ceremony seating, with the processional, recessional and receiving lines
- Collection of all wedding day items

Reception...

- Overview of the Reception set-up to make sure the tables are organized per design with the correct number of chairs, etc. before you and your guests arrive
- Room set-up (party favors, toasting flutes, table seating, gift and guest book table, etc)
- Meet Vendors with their deliveries and set-up
- Distribute final Vendor payments and tips (if needed)
- Assist guests with seating cards
- Assist DJ/Band with timing and Grand Entrance and assist members of bridal party in assembling for dances.
- Cue Bride & Groom for each event (cake cutting, toasts, first dance, garter toss, cake cutting, etc)
- Distribute tossing items to guests
- Keep track of Guest book
- Pack up all gifts and personal items to be given to responsible person (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- Ensure "to-go" meal and cake is prepared for newlyweds (if requested)

This package includes unlimited communication via Email and Phone as well as One (1) hour site visit. Décor packages available for an additional cost.

Extravaganza Package- Partial Planning

This package is designed for the DIY couple who LOVES the idea of planning their wedding themselves but needs someone to pull all the details together to create the wedding they envision. We will meet to discuss all the details and how Elegantly Done! can assist with bringing it all together to create your beautiful wedding day. Timeframe: We start planning with you approximately 3-6 months prior to your wedding day (depending on when you reserve our services)

First Meeting: First Steps

- Review details and discuss all aspects of your wedding planning thus far
- Review wedding day checklists and itineraries
- Review all Vendor and Service Provider contracts to confirm services, balances due and time of delivery/setup
- Assistance with negotiating hotel rooms and bookings for Out-of-Town Guests
- Review Venue selected and discuss floor plan, rain plan and layout
- Discuss additional services needed, such as valet, security, lighting, beverage, entertainment, etc.
- Provide revised task list, budget and payment worksheet after meeting

Second Meeting: The Plan

- Review and discuss budget
- Review contracts and times of deliveries and verify all payment schedules are up to date
- Schedule and attend on-site planning meeting with Venue, Caterer, Florist and other vendors to discuss logistics and decor for floor plan design
- Assistance with the Rehearsal Dinner Planning- Location/Invitations/Décor, etc.
- Marriage license details and name change assistance
- Provide maps & directions for Bridal Party, Vendors and Out of Town Guests (If needed)

Third Meeting: Final Planning

- Discuss and finalize timing of the wedding day events, tasks and responsibilities
- Review checklist and finalize all the last-minute details and changes that need to be made
- Discuss and assist with Ceremony program, décor, musical selections and Reception seating chart
- Design lineup of wedding party and discuss cueing
- Design and supply detailed timeline and itinerary after meeting

Wedding Rehearsal:

- Rehearsal Coordination- 2 hours direction of the wedding rehearsal to organize Bridal Party and review wedding day flow
- Provide wedding day checklist and detailed itinerary for the Bridal Party, Vendors and Service Providers

Your Special Day! Up to 10 Hours of Service (additional hours available for a fee)

Wedding morning wake-up call for Bride and Groom

Ceremony...

- Arrive two hours prior to the ceremony to meet Vendors with their deliveries and set-up
- Set-up all special wedding-related items- i.e. Unity Candle, Pew Decorations, etc...
- Handle the payment of the clergy, musicians, and other vendors if needed
- Pin on Boutonnieres & Hand out Bouquets
- Assist with ceremony seating, the processional, recessional and receiving lines
- Collection of all wedding day items

Reception...

- Overview of the Reception set-up to make sure the tables are organized per design with the correct number of chairs, etc. before you and your guests arrive
- Room set-up (party favors, toasting flutes, table seating, gift and guest book table, etc)
- Meet Vendors with their deliveries and set-up
- Distribute final Vendor payments and tips (if needed)
- Assist guests with seating cards and keep track of Guest Book
- Assist DJ/Band with timing and Grand Entrance and assist members of bridal party in assembling for dances.
- Cue Bride & Groom for each event (cake cutting, toasts, first dance, garter toss, cake cutting, etc)
- Distribute tossing items to guests
- Pack up all gifts and personal items to be given to responsible person (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- Ensure "to-go" meal and cake is prepared for newlyweds (if requested)

This package includes unlimited communication via Email and Phone as well as 2 sites visits (1) hour each. Décor packages available for an additional cost.

Exquisite Package- Full Planning & Coordination

This package is designed for the bridal couple who need guidance and assistance with ALL the many details and logistics involved with planning their wedding. Elegantly Done! will handle every detail while you bask in engagement excitement. You make the decisions and we do all the work. From “Yes” to “I Do” and even beyond, we will make sure your wedding day is beautiful and most importantly- stress free. Timeframe: We start planning with you approximately 1 to 2 years prior to your wedding day (depending on when you reserve our services)

First Meeting: First Steps

- Discuss your ideas for décor, color schemes, themes, flowers, attire, decorations and favors.
- Wedding expectations
- Wedding Budget development
- Discuss Ceremony & Reception Locations
- Discuss Vendors needed for Ceremony and Reception
- Assist with the Engagement Photo/Party (if needed)
- Assist with creating guest lists

Second Meeting: The Plan

- Review Budget
- Discuss Vendor Selections and copy and review all signed contracts
- Preliminary phone calls to verify availability of selected Vendors
- Set up appointments for Bridal Couple to meet with selected Vendors
- Assist with selecting wedding stationery & etiquette
- Specifics for “Save the Date” cards and mail out (Bridal Couple responsible for postage)
- Provide monthly calendars to keep the Bridal Couple on schedule for wedding tasks
- Provide Bridal Couple with complete master guest list with all data

Third Meeting: Design Planning

- Manage the guest list and RSVP’s on a database
- Notify Bridal Couple of all upcoming payment due dates
- Touchpoint to discuss current planning stages and open tasks

Fourth Meeting: Details

- Review and discuss budget
- Schedule and attend on-site planning meeting with Venue, Caterer, Florist and other vendors to discuss logistics and decor for floor plan design
- Assistance with the Rehearsal Dinner Planning- Location/Invitations/Décor, etc.
- Marriage license details and name change assistance
- Arrange hotel accommodations for out of town guests & reserve block
- Assemble and mail invitations (Bridal Couple responsible for postage)

Fifth Meeting: More Details-12 weeks prior to wedding

- Discuss music options for ceremony & reception
- Review Wedding Checklists and Responsibilities
- Assist with Honeymoon Plans (if needed)

Sixth Meeting: Details Confirmation- 8 weeks prior to wedding

- Review and discuss budget
- Review contracts and times of deliveries and verify all payment schedules are up to date
- Provide updates on balances due to contracted Vendors
- Discuss & Create a Ceremony itinerary for the Bridal Couple and the contracted Vendors
- Discuss & Create a Reception itinerary for the Bridal Couple and the contracted Vendors
- Bridal Registry assistance if needed
- Provide Ceremony and Reception itinerary and maps to Ceremony and Reception sites to contracted Vendors
- Provide Maps & directions for Bridal Party, Vendors and Out of Town Guests
- Visit the ceremony and reception site to verify all arrangements and review diagram of room set-up

Wedding Rehearsal- up to 6 hours of Service (additional hours available for a fee)

- Attend the rehearsal at the Ceremony site
- Coordination at the wedding rehearsal with the wedding party
- Delivery of out of town guest gift baskets and wedding weekend itinerary- if needed
- Email timeline and important instructions to wedding party

Your Special Day! Up to 12 Hours of Service (additional hours available for a fee)

Wedding morning wake-up call for Bride and Groom

Ceremony...

- Arrive two hours prior to the ceremony to meet Vendors with their deliveries and set-up

- Set-up all special wedding-related items- i.e. Unity Candle, Pew Decorations, etc...
- Assist with ceremony seating
- Handle the payment of the clergy, musicians, and other vendors if needed
- Assist the Bride and Groom as needed
- Work with Photographer to ensure pre-wedding photos are taken
- Pin on Boutonnieres & Hand out Bouquets
- Assist with the processional, recessional and receiving lines
- Collection of all wedding day items

Reception...

- Overview of the Reception set-up to make sure the tables are organized per design with the correct number of chairs, etc. before you and your guests arrive
- Room set-up (party favors, toasting flutes, table seating, gift and guest book table, etc)
- Meet Vendors with their deliveries and set-up
- Distribute final Vendor payments and tips (if needed)
- Assist guests with seating cards
- Assist DJ/Band with timing and Grand Entrance and assist members of bridal party in assembling for dances.
- Cue Bride & Groom for each event (cake cutting, toasts, first dance, garter toss, cake cutting, etc)
- Distribute tossing items to guests
- Keep track of Guest book
- Pack up all gifts and personal items to be given to responsible person (gifts, cake topper and top of cake, bride's bouquet, couple's toasting glasses, cake serving utensils, etc.)
- Ensure "to-go" meal and cake is prepared for newlyweds (if requested)
- Coordinate the tear down and cleanup of the venue.
- Delivery of wedding gown and bouquet for preservation
- Return of tuxedos, floral, cake, linen and specialty rentals after the wedding
- Assistance with writing and mailing any thank-you notes (Bridal Couple responsible for postage)

This package includes unlimited communication via Email and Phone as well as 2-3 sites visits (1) hour each and One (1) Hour visit per required vendor. Décor packages available for an additional cost.

Design, Details & More

At EDE, our goal is to create and design an atmosphere that represents your unique, signature style. From ambiance and colors to texture and patterns, our styling and design consultations will unlock your vision and bring together the aesthetics to add romance, elegance and beauty to your wedding day!

- Greetings- Our first meeting is to get to know each other and for you to share your vision.
- Venue Tour- Next we will schedule a meeting with you at your venue for a tour. During this visit we will discuss your vision and how we can make it come true.
- Let's Talk Decor- At this meeting we will discuss linens, chair covers, furniture, and all things decor to begin creating your design board and venue layouts.
- Mock up- We will create a mockup table of all your design elements for review, changes and approval
- It's showtime- On the day of your event, EDE will be there for set-up and return for breakdown.

"Day of" Décor Package

You provide the decor and we will set-up based on your design layout. Package includes:

- One onsite consultation to discuss and review your design concept with contracted vendors
- 2 Décor Consultants for up to 4 hours of set-up- \$150 for each additional hour and depends on consultants' availability
- Breakdown is available for an additional \$250 and includes 3 hours before 12:00AM
- **PACKAGE DOES NOT INCLUDE DÉCOR OR RENTAL- CLIENT PROVIDES ALL DECOR**

"I Do"- Ceremony Decor Package

- One onsite consultation to discuss and review design concepts
- Pew Decor (12)
- Aisle Runner- Decorated with Rose Petals or Candles
- 2 Altar Centerpieces
- Set-up & Break-down

Simplistic Decor Package- Bridal Table Only

- Design Consultation at venue to discuss and review design concepts
- Decorated Bridal Table with Floral Centerpiece, Vases & Candles and 8-10ft Backdrop with Drapes
- Ghost OR LOVE Table Rental
- Chiavari Chairs Rental
- Rug with Up-lighting

Essential Decor Package

- 2 Design Consultations to discuss and review design concepts
- Walk through at the venue(s) with the appropriate vendors
- Decorated Bridal Table with Floral Centerpiece, Vases & Candles and 8-10ft Backdrop with Drapes
- Basic Theme Centerpieces (10) with Fresh Roses & Seasonal Florals choice of 3 Vases and Decor
- Ghost OR LOVE Table Rental
- Throne Chair Rental
- Rug with Up-lighting
- Cake, Gift, Place Card & Guest Sign-in Tables Set-up with Linen & Decor
- On-site coordination including set-up and tear down of event decor provided by EDE

Grand Decor Package

- 2 Design Consultations to discuss and review design concepts
- Decorated Bridal Table with Floral Centerpiece, Vases & Candles and 8-10ft Backdrop with Drapes

- Ghost OR LOVE Table Rental
- Throne Chair Rental
- Rug with Up-lighting
- Premium Theme Centerpieces (10) with Fresh Roses & Seasonal Florals choice of 3 Vases and Decor
- 100 Chair Sashes
- 100 Favors- Choice of 3 Options
- Cake, Gift, Place Card & Guest Sign-in Tables Set-up with Linen & Decor
- 100 Menu Cards with Set-up
- 100 Place Cards with Seating Chart & Set-up
- Walk through at the venue(s) with the appropriate vendors
- On-site coordination including set-up and breakdown of event decor provided by EDE

Custom Guest Tables Design & Set-Up

- In-person consultation with non-refundable 50% deposit required to book the event
- Conceptualize and Design: theme exploration and color scheme for event
- Create: Guest table styling, centerpieces, and place settings
- Personalization: Exclusive graphic branding such as dessert labels, banners, signage, etc.
- Facilitation: Day of set-up and breakdown

Custom Sweets Table & Candy Station Design & Set-Up

- In-person consultation with non-refundable 50% deposit required to book the event
- Conceptualize and Design: Theme and color scheme for event
- Cater: Provide assortments of candy* and/or desserts according to theme or color scheme
- Rentals: Cake plates/stands, glassware, platters, embellishments, labels, linens, candy jars and props included as rentals.
- Personalization: Exclusive graphic branding such as candy labels, banners, signage, etc.
- Gifting: Favor bags and/or to-go boxes provided and designed, labeled according to theme
- Facilitation: Day of set-up and breakdown

We offer an exclusive selection of rental items including:

- Ghost Table
- LOVE Table
- Throne Chair Rentals
- Donut Wall
- Chiavari Chairs for Bridal Table
- Vases, Candles & Other Decor

We offer an array of other services including:

- Sweet Tables
- Custom Stationary
- Floral Décor
- Tablescape
- & Much More