

Forever Planning

Planning your forever

If you're looking at this sheet, that means you're on your first steps to creating the wedding of your dreams! I couldn't be more happy for you and your partner, and am SO looking forward to working with you!

I offer several services and packages that can be customized to meet your needs. I also have a Build Your Own package (*NEW*), where couples can decide on the best places to put my expertise to use.

Please note that due to COVID restrictions, at this time I am conducting most initial consultations via video call, to ensure the health and safety of my clients. I also request that during any in-person meetings that masks be worn by all attendees. These restrictions are subject to change as COVID restrictions are changed or removed.

For each package and service, a down payment of 40% is due no later than 2 weeks after our initial contact, and 1 week prior to the consultation. This down payment is refundable up to 3 days after the consultation, with no exceptions. Payment in full is due 1 month prior to the wedding day. I also accept payment plans under certain situations; please contact me for details.

Package 1: Day Of Coordinating - \$750

We've all heard the story of "everything that can go wrong, does go wrong" from other weddings. Well, not with me on your side. This package is perfect for the couples that want everything to go off without a hitch, and not having to stress about it themselves. When choosing this option, you can be assured that your perfect day is in safe hands.

Pre-wedding

- Initial complimentary consultation
- 1 organizational in person meeting / followed by emails , phone calls , etc
- Preparation of wedding day timeline and ceremony details
- Rehearsal direction

Wedding Day

- On day of wedding, check wedding site for set up
- Supervision of vendors at wedding and reception
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Provide detailed timeline
- Distribute vendor payments including "day of" payments and/or tips
- Direct the wedding ceremony
- Prompt band or DJ, on arrival of bridal party, cake-cutting, toast, etc.
- Directing the wedding and reception
- Floor plan setup/break-down, decor set up and end of event clean.

Package 2: Partial Planning - \$1,200

While you may have the time and the drive to get everything done for your wedding, sometimes it takes more than one person to do it all. This package is for those couples that need that extra bit of help, whether it's helping you decide on decorations, helping you choose which dress would look best on the bridesmaids, or deciding if your Aunt Barb really needs to be at the wedding. Whatever you need, I can help you do it!

Pre-wedding:

- Initial complimentary consultation
- 4 organizational in person meetings and unlimited communication via email, phone calls, etc.
- Verify contracts at least one month prior to wedding
- Preparation of wedding day timeline and ceremony details
- Rehearsal direction
- Seating chart assistance

Wedding Day

- On day of wedding, check wedding site for set up
- Supervision of vendors at wedding and reception
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Provide detailed timeline
- Distribute vendor payments including "day of" payments and/or tips
- Direct the wedding ceremony
- Prompt band or DJ, on arrival of bridal party, cake-cutting, toast, etc.
- Pre-wedding set up
- Directing the wedding and reception

Package 3: Full Planning - \$1,800

No time to plan? No worries! This package is best suited for couples who don't have the time to follow-up on every little detail that a wedding has - and there are A LOT. Why stress about these things when you can have me do them for you, taking a fraction of the time and getting much better results. With this package, all you need to worry about is being at the ceremony!

Pre-wedding:

- Initial complimentary consultation
- Organizational meetings in person (by appointment,) by phone, or via e-mail
- Assistance with selection of wedding and reception site (includes venue visits and tours)
- Assistance with vendor selection
- Liaison between client and vendors
- Vendor management (negotiating and evaluating contracts, providing itineraries, ensuring all deadlines are kept)
- Maintain payment schedule for vendors and provide reminders when payments are due, if requested
- Assist in completing customized budget
- Budget management (tracking payments, balance sheet, etc.)
- Invitation Consultation
- Preparation of wedding day timeline
- Rehearsal direction up to 2 hours
- Liaison between bride and groom and the bridal party as needed
- Advice on matters of etiquette and tradition
- Develop your visions for overall wedding theme and atmosphere.
- Work within your budget to envision and plan all decor for your event to include rehearsals, ceremony and reception
- Coordination of accommodations for out-of-town guests
- Arrangement of transportation for wedding party
- Assistance in selection of reception menu

- Seating chart for the wedding/reception
- Consultation for rehearsal dinner (provide a list of sites, catering, etc.)
- Guidance on newspaper engagement and wedding announcements policies
- Guidance on marriage license policies and procedures

Wedding Day:

- Arrival at wedding site up to 4 hours prior to wedding
- Ensure final details are completed
- Supervision of wedding and reception venues, including setup and breakdown
- Supervision of vendors at wedding and reception
- Set up of all wedding items at the ceremony and reception (place cards, programs, favors, etc. to include decorations)
- Bride, groom and wedding party assistance as needed in preparation for the ceremony
- Provide detailed timeline to each vendor
- Assure compensation of vendors including "day of" payments and/or tips
- Direct wedding ceremony as needed
- Prompt band, DJ, on arrival of bridal party, cake-cutting, toast, etc.
- Oversee reception clean up
- Up to two hours for directing the rehearsal
- Directing the reception

Package 4: Build Your Own

The Build Your Own package is the perfect fit for couples who are very particular about what they want to do themselves, and what they would like a professional to handle for them. This is a unique option I make available to my clients, and have had great success with it over the years.

Each option of this package has individual pricing, which is added together to make a total cost. Upon reaching 5 options selected, an automatic deduction of 5% comes off the total cost, and an additional 5% is removed with every 5 options added.

Pre-wedding:

- Consultation and organizational meeting(s) - *\$100*
- Assistance with selection of wedding/reception venues, and vendors - *\$250*
 - Photographer
 - DJ
 - Caterer
 - Wedding party dress
 - Florist
 - Videographer
 - Officiant
 - Beauty
- Assist in completing customized budget and budget management (tracking payments, balance sheet, etc.) - *\$200*
- Rehearsal and wedding day timeline construction - *\$100*
- Coordination of accommodations for out-of-town guests and transportation arrangements - *\$150 for 10 guests, additional \$50 for every 10 guests*
- Assistance in selection of reception menu - *\$50*
- Seating chart for the wedding/reception - *\$50*

Rehearsal:

- Rehearsal coordination - *\$100*
- Consultation for rehearsal dinner (provide a list of sites, catering, etc.) - *\$50*
- Set up of venue (if not included with vendor packages) - *\$50*

Wedding:

- Arrival at wedding site up to 4 hours prior to wedding - *\$50, no cost if paired with venue set-up*
- Ensure final details are completed - *\$50*
- Supervision of wedding venue, including setup and breakdown - *\$50*
- Supervision of vendors at wedding - *\$100*
- Set up of all wedding items at the ceremony (place cards, programs, favors, etc. to include decorations) - *\$50*
- Distribute bouquets and flowers to wedding party - *No cost if other items are purchased*
- Bride, groom and wedding party assistance as needed in preparation for the ceremony - *No cost if other items are purchased*
- Provide detailed timeline to each vendor - *\$50, no cost if paired with vendor management*
- Assure compensation of vendors including "day of" payments and/or tips - *\$50*
- Direct wedding ceremony - *\$100*

Reception:

- Ensure final details are completed - *\$50*
- Supervision of reception venue, including setup and breakdown - *\$50*

- Supervision of vendors at reception - *\$100*
- Set up of all wedding items at the reception (seating lists, menus, favors, etc. to include decorations) - *\$50*
- Prompt band, DJ, on arrival of bridal party, cake-cutting, toast, etc. - *\$50*
- Oversee reception clean up - *\$100*
- Directing the reception - *\$100*