

Now & Forever Event Planning

Full Event Planning Services Include:

- Placing out personal items such as favors, pictures, champagne glasses, place cards etc.
- Being the first vendor to arrive and the last to leave to ensure that the set-up is done correctly and that the location is left clean, assuring you will receive your security deposit back.
- I will also put together a vendor contact list that has 2 telephone numbers per vendor and their e-mails, as well as a schedule to remind you of when payments are due.
- Assist in designing the décor of the event, including color choices, linen, rental choices and floral décor.
- Creating the theme and design for your wedding
- Assistance in finding a venue and affordable and talented vendors
- Creating or revising proposed vendor contracts
- Referrals of vendors
- Creation of a detail oriented itinerary for the day that also includes a list of items that are needed and where they are to be placed
- Arranging guests hotel accommodations
- Rehearsal dinner arrangements
- Transportation, arrangements for guests and bridal party if needed
- Marriage license guidance
- Confirming vendors by reviewing the timeline with them, giving them directions. parking information and explaining loading and unloading procedures
- Conducting a rehearsal event, lasting approximately 1 hr. to review the order of entrance and exiting for the ceremony. We will review the seating for the

wedding participants, where audio equipment will be found, and explain the duties to the Hostess and Usher.

- Creating the floor plan
- Placing of personal items such as champagne glasses, wedding favors, family photos, etc...,
- Help with determining the menu
- Ordering all rentals
- Assistance in budget planning
- Assistant coordinator is included within this package at no additional cost. If Bride and wedding planner agree that a second coordinator is needed to assist on the wedding day then a flat rate of \$150 will be charged to the Bride.

I will assist by planning every last detail of your wedding, I will conduct the rehearsal and also be the first to arrive at the venue to make sure every table is placed where you wish it to be with proper linen and dinnerware, to the very end of the event breakdown to do the final walk through with the location representative to make sure the venue is left to their satisfaction so that you may get your deposit back.

Package Price:

\$4,000 flat fee

\$500 deposit

Day Of Coordinator Services

***Pre- Wedding Assistance**

First Meeting: (Approx. 3 hrs.)

- Create detailed wedding day itinerary to include arrival times and duties of: vendors, bridal party members, & location accessibility.
- Create detailed floor plan noting placement of guest tables, buffet, bars, cocktail area (including cocktail tables), sign in table, gift table, head table, ceremony area, etc..

- Create inventory list of items to be used for ceremony and reception. What item, Who is providing the item, where it will be placed and who it will be returned to after the event.
- Review vendor contracts and provide suggestions for revisions if necessary.
- Unlimited e-mail correspondences to update and finalize wedding day itinerary
- Confirming vendors: Approx. 1 hr. needed to e-mail itinerary to all vendors, answer questions, provide parking information and loading and unloading instructions. Exchange contact #s including emergency #s.

Final meeting (approx. 2 hrs) prior to the rehearsal will include a final overview of the wedding itinerary, inventory list, floor plan and seating chart.

Rehearsal to last approximately 1 hr. (will not charge if it runs slightly over). Rehearse order of entrance, exit of bridal party, rehearse responsibilities of those included in ceremony and walk through with ushers and hostesses to review their responsibilities.

Wedding Day Coordination (12 hours)

- One assistant included for the full length of the event.
- First to arrive and last to leave:
- First to arrive to ensure set up is completed according to Bride and Groom's vision.
- Place bride and groom's décor items (i.e. place cards, favors, table numbers, etc..)
- Greet each vendor upon arrival and show them where to set up, keep set up on time and on track, resolve any technical and logistical problems.
- Last to leave to perform final walk through with location coordinator to ensure location has been left clean and no items have been left behind.

Package Price:

\$1,500 flat fee

\$200 deposit

Final payment due rehearsal day.