

# *Darling Events Co.*



PACKAGES AND SERVICES

UPDATED 1.3.2021



# About Us



Darling Events Co. is owned and operated by **Holly Norris**, a marketing and events professional based in the Dallas/Fort Worth, Texas metropolitan area. Holly has almost a decade of event planning experience, spanning corporate, special, fundraising and educational events.

Creating beautiful events is her passion, and she is happy to help on any kind of event you bring her way.

Holly@DarlingEventsCo.Com | **Business cell:** (972) 435-9913

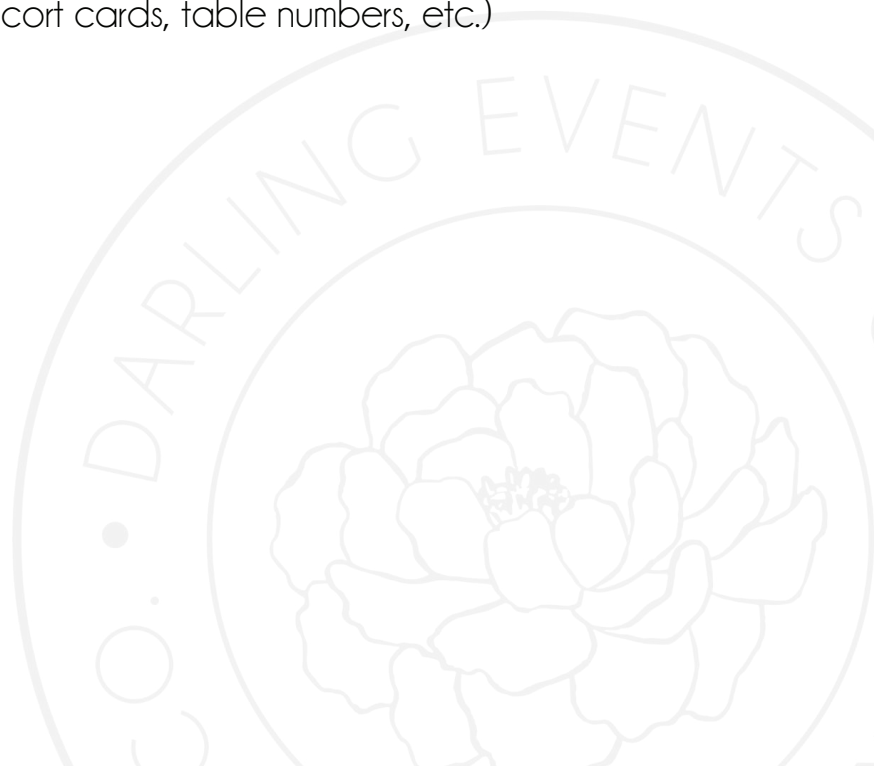


# Wedding Packages

Darling Events Co. specializes in making your dream wedding a reality. We offer three different standard packages, Silver, Gold and Platinum, as well as several a la cart services should you need them.

## **Items included in all packages:**

- Minimum (1) consultation meeting, either in person or online.
- Vendor recommendations when available
- General wedding advice
- Greet your vendors at venue for deliveries and set up
- Handle any emergencies that arise during setup or execution of wedding
- Complete day of coordination including main point of contact, management of vendors, ceremony and reception execution, coordinating ceremony flip if necessary, distributing payment & gratuity to vendors, supervision of set up
- Setup of all décor items at ceremony and reception provided by client (cake knife, toasting flutes, favors, escort cards, table numbers, etc.)



# Silver Package

## Day of Coordination

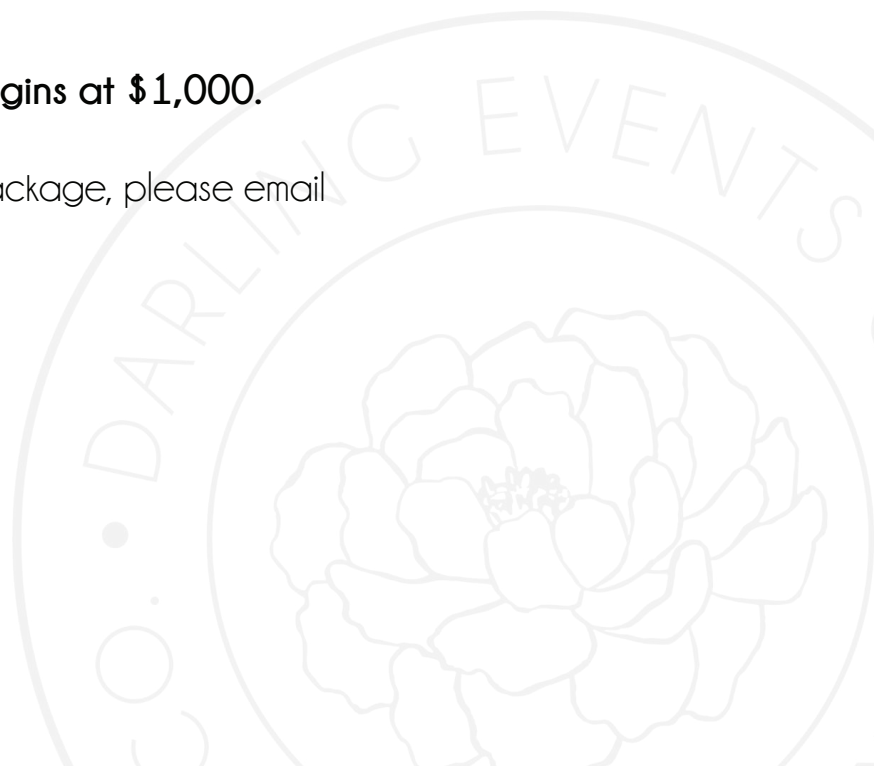
Day of coordination is for events where vendors have been secured, organized and are ready to go for your big day. We will meet with you the week before your wedding and will step in on your big day to make sure everything runs smoothly.

### **Our silver package includes:**

- One (1) additional in person/video meeting if necessary
- Unlimited calls, texts and emails in the week leading up to your wedding
- Confirm contracts, timelines and final details with all vendors
- On site from 12 noon until happy couple exit
- Pin flowers and distribute bouquets for family and wedding party
- Cue wedding party and parents for key moments throughout the ceremony and reception

**Pricing for our silver package begins at \$1,000.**

For more information on our silver package, please email [Holly@darlingeventsco.com](mailto:Holly@darlingeventsco.com).



# Gold Package

## Partial Planning

Partial planning is for events where some vendors have been secured, some have not. This package ensures that all of your vendors are on the same page and have one constant contact leading up to your wedding to make sure it all goes according to plan. You handle what you're comfortable with, and we'll take the rest from there!

**Our gold package includes all of the services on pages two and three, as well as:**

- Up to three (3) additional in person/video meetings after initial consultation
- Unlimited calls, texts and emails in the three months leading up to your wedding
- Facilitating and coordinating one-hour wedding rehearsal (not dinner - availability pending)
- On site from 8 a.m. until happy couple exit
- Timeline creation and coordinating with all vendors, family, etc.
- In person visit to venue prior to wedding
- Assistance with final vendor selection

**Pricing for our gold package begins at \$1,500.**

For more information on our gold package, please email [Holly@darlingeventsco.com](mailto:Holly@darlingeventsco.com).

# Platinum Package

## Full-Service

Full-service planning is for the couple who doesn't know where to start! Or, for the couple who just wants someone else to take the worry out of their hands. Starting from scratch, the full-service package includes budget creation, timeline and floor plan assistance and more. We want to make your dream wedding a reality.

**Our platinum package includes all of the services on pages two, three and four, as well as:**

- Up to five (5) additional in person/video meetings after initial consultation
- Unlimited calls, texts and emails in the 6-12 months leading up to your wedding
- RSVP management
- Seating charts/floor plans for ceremony and reception
- 2<sup>nd</sup> event coordinator when necessary
- Budget preparation and management
- Attendance/participation in vendor meetings, tastings, etc.

**Pricing for our platinum package begins at \$2,000.**

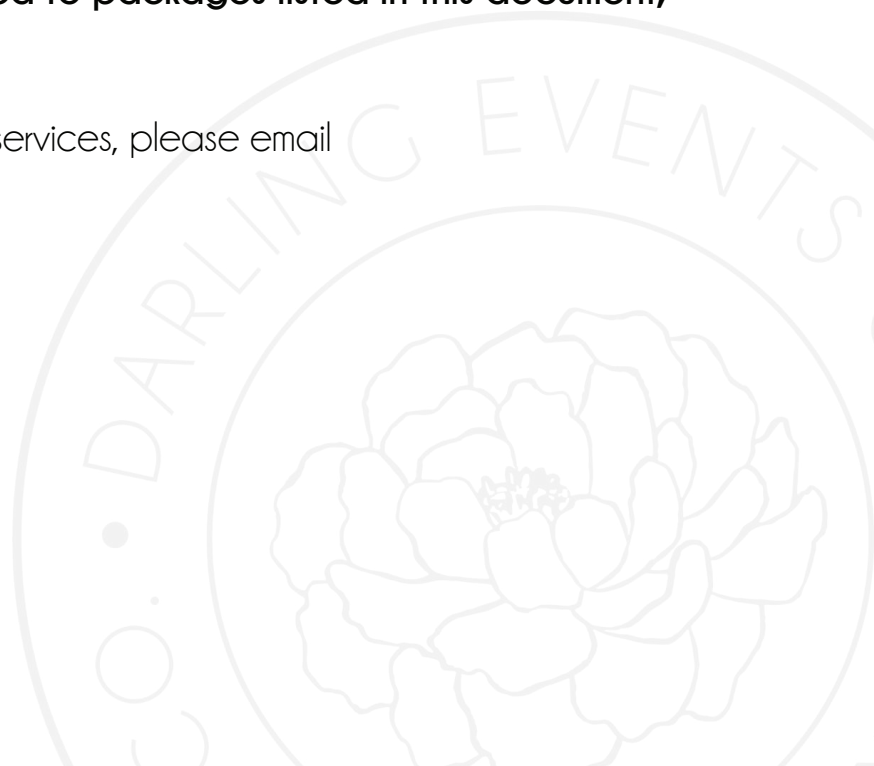
For more information on our platinum package, please email [Holly@darlingeventsco.com](mailto:Holly@darlingeventsco.com).

# Additional Services

- \*Second coordinator required when ceremony and reception are in different locations or with guest count over 250, cost to be discussed prior to contract signing
- Wedding website design (including registry management)
- Bachelorette party planning
- Shower planning
- Invitation assembly and mailing
- Arranging hotel blocks and reservations for out of town guests
- Designing, purchasing, constructing and delivering gift baskets to out-of-town guests to determined locations
- Rehearsal Dinner (designing, theming, and coordinating)
- Transportation arrangement for guests
- Wedding Party Gifts (suggestions, purchasing and delivering to couple)
- Post Wedding Day Brunch Planning and Coordination

**Additional services can be added to packages listed in this document, or a la carte should you wish.**

For more information on additional services, please email [Holly@darlingeventsco.com](mailto:Holly@darlingeventsco.com).



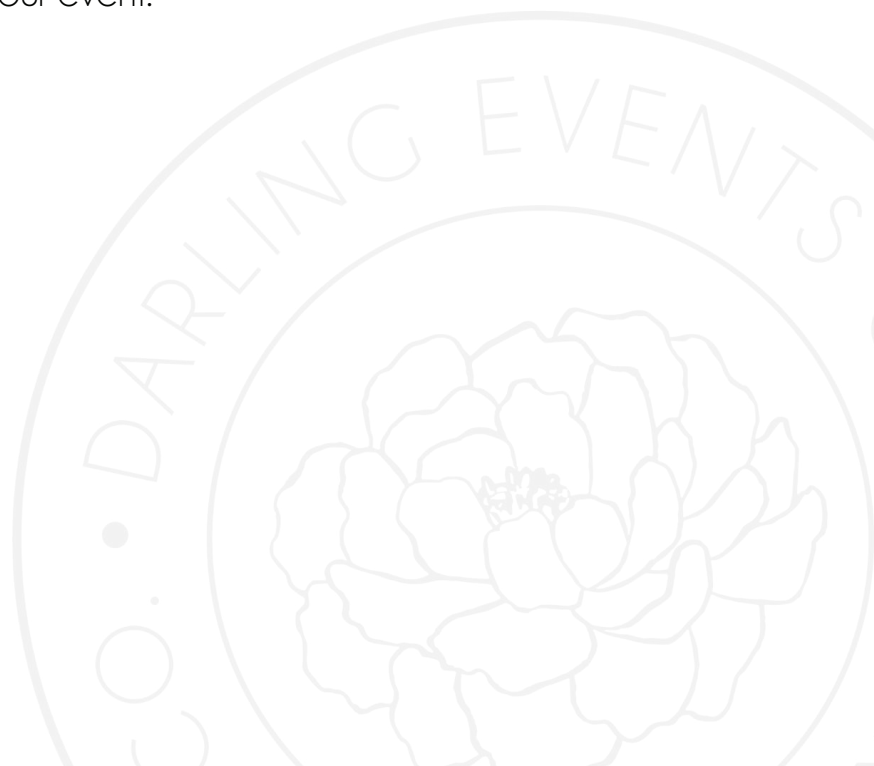
# Booking and Payment

Darling Events Co. is built on a foundation of expert event planning combined with next-level client services.

Before booking with Darling Events Co., we ask that you meet with us either in person or virtually to discuss your needs for your big day. During this meeting, we will determine if we are the right fit for you when it comes to your wedding. From there, if we are "the one" for you, a signed contract and payment must be submitted.

Contracts are given on a first request, first served basis. Contracts without a payment are not considered executed. Date holds end 7 days from proposal receipt.

Darling Events Co. processes payment through our online Honeybook dashboard, the system that also manages our proposals. A deposit of \$500 is due at the time of contract execution to secure your date. Final payments are due no later than 30 days before your event.





# Frequently Asked Questions

## **HOW MUCH WILL YOU CHARGE ME FOR MY WEDDING?**

While our base pricing is listed above by package, we are happy to work within your budget to customize your wedding services.

## **HOW DO I PAY FOR YOUR SERVICES?**

At this time, we are making all payments through Honeybook.

## **DO YOU OFFER REFERRAL REWARDS?**

Yes! If one of your friends signs a contract with us before your big day, you will receive either \$50 off, or an appropriate additional service, to be discussed, at no cost.

## **LODGING & TRAVEL FEES**

If your event is more than 50 miles from the Darling Events Co. office, you must provide lodging for the Darling Events Co. coordinator(s) attending your event, as well as reimburse for any travel costs such as food, gasoline, etc. (cost not included in wedding package).

## **HOLIDAY WEDDINGS**

Weddings booked on holiday weekends (Thursday through Monday) are subject to a holiday fee. Valentine's Day, Easter, Mother's Day, Memorial Day, Father's Day, Fourth of July, Labor Day and Halloween all qualify as a holiday weekend. We do not accept Thanksgiving, Christmas or New Year's Eve events.