



Complimentary Initial Consultation/Assessment

- ❖ Establish your wants, needs, vision and style, as well as make venue suggestions.

Wedding Planning Fee Schedule

Wedding Planning Fees:

- ❖ \$1,600 USD: up to 60 people
- ❖ \$1,700 USD: 61 – 100 people
- ❖ \$1,800 USD: 101 – 140 people
- ❖ \$1,900 USD: 141 – 180 people
- ❖ \$2,000 USD: 181 – 220 people
- ❖ \$2,100 USD: 221 – 260 people
- ❖ \$2,200 USD: 261 – 300 people
- \$150 USD additional: La Cruz, Punta de Mita, south of Mismaloya
- \$200 USD additional: Sayulita, San Pancho, Boca de Tomatlan
- \$300 USD additional: Lo de Marcos, Guayabitos, Vallarta Botanical Gardens, El Tuito,

Our Wedding Planning Fees encompass the following:

- ❖ Consulting Services with your Event Planner. Unlimited planning and communication as needed via email and/or phone or skype, as well as in person client meetings for venue scouting/venue familiarization, menu tasting, walk through/ceremony rehearsal, etc.
- ❖ Assistance sourcing, selecting & contracting venue and/or accommodations (when required):
 - Recommend the best locations and venues for your event based on budget.
 - Set up appointments and take contracted clients to tour venues should they come to Vallarta for a familiarization trip to choose their venue; or, tour contracted clients through their already chosen venue.
 - If clients are not coming for a familiarization trip - set and attend walk through appointments on behalf of clients to view potential event locations, when necessary.
 - Set and attend event walk through appointment at chosen venue(s) prior to commencing wedding planning and during planning process as necessary, to make recommendations for set-up, use and design of available space
 - Establish guest Room Blocks at hotels (if required).
 - Room Blocks / Villa Rentals - *If the hotel room block, venue or villa rental was initiated and facilitated by WVB then we will be the liaison between the client and the hotel and will help in all ways possible with communications, contracting, facilitating payments and arrangements between the venue, villa and/or hotel and the client throughout the entire planning process.*

- Recommend locations for secondary events (such as tours, pre event dinners, meet & greet) based on your style and budget.
- ❖ Menu Consultation & Assistance including **Complimentary “Gourmet Collection” Menu Tasting for 2**** - should clients visit Puerto Vallarta prior to their event date for a familiarization trip – **Only valid with WVB - Gourmet Collection - catering menus. Can be done any time after contracting, depending on availability. (**Tasting should be done prior to sending out invitations if having a sit down dinner that offers guests a choice of starters and/or entrées – please ask for our Tasting Guidelines)**
- ❖ Assistance in conceptualizing your wedding/event design and incorporating your vision into our Décor & Design Packages.
- ❖ Securing and managing all WVB contracted vendor relations, communications, contracting and payments, including but not limited to:
 - Florist
 - Baker
 - Catering
 - DJ Services / Audio / Video
 - Live Music/Entertainment
 - Photographer
 - Videographer
 - Officiate/Minister
 - Transportation
 - Furniture / Lighting / Equipment Rentals
- ❖ Assistance with “Show Flow” (your event day time line)
- ❖ Full Day of Management and Coordination including supervision of all vendors and installation/breakdown crews required for elements and vendors provided by, and/or contracted through, WVB – including but not limited to:
 - Furniture & Décor Placement for Ceremony & Reception
 - Food and Beverage - Catering
 - Floral Installations
 - Lighting Installations
 - Set up and placement of Place Cards, Escort Cards, Menus, Programs, Giveaways, Favors, etc.
 - Other as dictated by Event Design
- ❖ Coordinate and attend one wedding rehearsal/walk-through briefing meeting directly prior to wedding/event date.
- ❖ Secondary Event (ie. pre or post wedding events - eg. Rehearsal Dinner, Meet & Greet gathering, Brunch) – up to **2 hours of assistance** with venue selection, reservation and menu co-ordination. **(*Secondary Event Planning Fee Package available if any extra elements are desired which require management and site visits by WVB and/or on site management the day of the event by a WVB Planner – ie. florals, décor, rentals, entertainment, sound systems, seating plans/cards, etc. Please ask for this Fee Package)**

Supplemental Add-On Fees

Dual Site Location Fee: \$200 USD (ie. Church ceremony/Villa reception)

Legal (Civil) Marriage in Mexico – please ask for information and pricing if you are considering to get legally married in Mexico.

Additional fees may apply for additional wedding related services if required and requested and will be quoted out at the time of the request.

The following services may also be subject to additional fees:

- additional in person client meetings for additional/secondary familiarization trips/venue tours (*above what is already included*)
- secondary visits by family and/or friends for in person meetings and/or venue tours
- rehearsal dinner or secondary event venue scouting: taking photos, measurements, sampling menu items with, or for, clients, etc.
- additional wedding menu tastings (*above what is already included*)

Fees and Deposits

The Wedding Planning Fee is non refundable, it secures our services for your wedding date and assures that we do not book another event for that date period. We will make **venue suggestions** during the consultation process to determine scope, feasibility and budgetary needs; however the actual *Event Planning (including venue contracting, complimentary tasting and venue tours, guest accommodation/room block contracting if needed)* will begin once the contract is signed and received by WVB and the Wedding Planning fee has been paid and received by WVB.

- **NOTE:** If you'd like to schedule a familiarization trip **prior to** contracting with us, to tour/scout out venues and/or do a menu tasting, please ask for our **Fam Trip-Venue Scouting and Tasting Guidelines and Fees.**
Tasting and Venue Scouting fees are credited back to you should you contract with us at a later date.

***Above prices do not include IVA (16% Mexican Sales Tax). All prices are subject to IVA.*

***Rates do not apply to weddings/events on Christmas Eve, Christmas Day, New Years Eve or New Years Day. Planning Fees for those days will be quoted per event.*

About WVB

- ❖ WVB provides complete, full service planning and coordination in tandem with design services. We take care of all the details and logistics from start to finish, to help make your day as relaxed and stress free as possible and as such we don't provide partial or piece by piece planning services, nor purely day of coordination services. Catering to wedding officiates, flowers to favors, we source, provide, contract and manage all of the vendors and elements for our clients and create, coordinate and design each client's wedding based on their unique vision. We've created and work with wedding design packages that along with the necessities also include customized design & decor details and elements which allow us to provide our clients weddings that have been created to highlight their personalities and individual styles, as well as meet their specific needs. We have built relationships and established a network of some of the best vendors and service providers in Vallarta; caterers, florists, bakers, officiates, fireworks, photographers, musicians...the list goes on.... all to make your day one of a kind, memorable and worry free!