Fiddleheads & Finery

EVENT PLANNING

ALL PACKAGES INCLUDE:

- Access to our collaborative cloud-based planning program
- Available immediately via phone and email
- Coordinate the timing of all wedding day events (first-look, ceremony line-up, entrance, first dance, cake cutting, etc.)
- Coordinate with vendors for set up/clean-up of décor, rentals and equipment per their contract.
- Solving any last minute situations.
- Set up/tear down of specialty tables and items (gift/card, guest book, cake cutting utensils, escort cards, menus, table numbers).
- Other décor as prearranged and discussed.
- Re-purpose any ceremony decor and florals into the reception area.
- Final payment of vendors and disbursement of staff tips as necessary on the day of wedding.
- Ensure that all gifts and cards are removed and placed in a secure per-arranged location/person.
- Ensure that all personal décor items that are being kept are given to the per-arranged person or placed in the per-arranged location.
- Emergency kit for wedding party and vendor incidentals.
- Prepare takeaway meal for couple, if catering allows.

WEDDING WEEKEND PLANNING - $13,400+

- Phone or in-person meetings scheduled monthly.
- Budget planning and assistance
- Curated vendor procurement based on vision and budget.
- Venue research and procurement based on your vision and budget.
- Up to 6 additional venue visits once booked.
- Color pallet and vision board
- Floor plan and table design
- Guidance during rental order creation.
- Collaborative menu & signature drink creation.
- RSVP management
- Hotel recommendations AND hotel block set up.
- Invitation etiquette assistance
- Music selection assistance
- Ceremony creation as needed
- Detailed master plan and timeline for all of the weekend activities to include: Welcome Dinner, Wedding Day and Farewell Brunch
- We collaboratively create the timeline based on your vision and information provided by you and all vendors involved.
- Confirm and receive deliveries of rentals
- Unlimited hours of for Welcome Dinner, Wedding Day management.and Farewell Brunch Additional coordinators included in cost.

PLANNING - $9,400+

- Phone or in-person meetings scheduled monthly.
- Budget planning and assistance
- Curated vendor procurement based on vision and budget.
- Venue research and procurement based on your vision and budget.
- Up to 6 additional venue visits once booked.
- Color pallet and vision board
- Floor plan and table design
- Guidance during rental order creation.
- Collaborative menu & signature drink creation.
- RSVP management
- Hotel recommendations AND hotel block set up.
- Invitation etiquette assistance
- Music selection assistance
- Ceremony creation as needed
- We collaboratively create the timeline based on your vision and information provided by you and all vendors involved.
- Confirm and receive deliveries of rentals
- Unlimited hours of wedding day management. Additional coordinators included in cost.

PARTIAL PLANNING - $5,200+

This package is all inclusive of our management package
plus an additional 10 hours of planning
to use however you would like.

Examples of planning use:
Venue search
Additional venue visits
Attendance at any vendor meetings
Floor plan creation
Table design
Invitation stuffing & mailing

MANAGEMENT (COORDINATION)- $3,200+

- Phone meetings available at scheduled times.
- Bi-monthly check-in.
- Vendor referrals and hotel recommendations as needed.
- Review of rentals at any point.
- We collaboratively create the timeline based on your vision and information provided by you and all vendors involved.
- 1 venue visit prior to wedding day
- 2 hours of rehearsal management to include final walk-thru.
- 12 hours of wedding day management plus one additional coordinator if necessary at no additional cost. Additional coordinators may be required at certain venues or events taking place in more than one location.

ADDITIONAL INFORMATION

- We offer consultations for $100 per hour for anyone who would like a little extra help in planning a wedding, bridal shower, baby shower, etc.
- Mileage charged at current IRS rate.
- Events more than one hour from Bangor, ME require an overnight stays for the night of the rehearsal as well as the wedding night. This is for the safety of myself and my staff.
- Additional hours billed at $100/hr. Due by cash or credit card at the completion of the event.
- Additional coordination staff is billed at $25/hr. Additional staffing needs are determined based on the size of the wedding and venue.