



Month-of Coordination - Starting at \$750

Are you a couple who has done your own planning but just need help pulling it all together? Our month-of coordination package is perfect for you!

Before the Wedding Day:

- ▶ Initial consultation to discuss general details and your needs.
- ▶ Once your contract is signed, you are entitled to unlimited phone calls, texts and emails to discuss any wedding details or questions.
- ▶ Contract review – we will read over all vendor contracts to ensure nothing is missed and that all details are clear for the wedding day
- ▶ Venue visit meeting one month out from the wedding day - for a comprehensive walk through with professional input from an experienced wedding coordinator.
- ▶ Creation of a day-of timeline, to be managed and maintained by Succulent Events and distributed to all vendors one week from wedding day.
- ▶ Creation of a “Wedding Plan” that outlines all personal items as well as materials rented from Succulent Events or other companies.
- ▶ Wedding rehearsal orchestration.
- ▶ Collect personal items from client for set up on the wedding day.

On the Wedding Day:

- ▶ One lead coordinator and assistant coordinator to arrive as soon as the first vendor arrives on site on the wedding day.
- ▶ All event set up including any personal items. Rented items from Succulent Events will incur a 20% set up and delivery cost.
- ▶ We will ensure the ceremony and reception are set to match the Wedding Plan and make sure the vision meets the client’s vision.
- ▶ Greet guests, answer questions, ensure everyone is seated in time for the ceremony to begin.
- ▶ Orchestration of ceremony including cueing officiant and music
- ▶ Supervision and management of timeline and transitions throughout the day and work closely with caterer, DJ and other day of vendors to ensure timeline is executed according to plan and handle any unexpected crisis.
- ▶ Comprehensive emergency kit on site to combat any unexpected mishaps.
- ▶ Post-wedding, ensure that all gifts and cards, personal items, extra food and alcohol and any other leftover items are put in the correct vehicle or placed in a specific area for ease of pick-up.
- ▶ Assistance coordinating grand exit including staging of get-away vehicle, if applicable.
- ▶ Before departing, we will ensure that all vendors clean up to the venue’s standards. If a venue requires the client to clean up, Succulent Events will stay and clean for an addition \$50 fee.



Partial Wedding Planning – Starting at \$1,500

Do you have some elements of your wedding planned but need advice on vendors or need help pulling your look together? Partial wedding planning is a great solution for couples who have a vision but just need extra help making it to the finish line.

Before the Wedding Day:

- ▶ Initial consultation to discuss general details and your needs.
- ▶ Once your contract is signed, you are entitled to unlimited phone calls, texts and emails to discuss any wedding details or questions.
- ▶ Six (6) 1.5 hour planning meetings to be used as the client decides (Vendor meetings, planning meetings... etc.) at the location of the client's choice.
- ▶ Budget creation and management – This will be uploaded to a location where both Succulent Events and the client can manage.
- ▶ Wedding planning checklist reminders throughout the planning process (i.e. when to send invitations, when to finalize headcount...etc.)
- ▶ Vendor recommendations – Succulent Events will give recommendations, but client must set meetings.
- ▶ Contract review – we will read over all vendor contracts to ensure nothing is missed and that all details are clear for the wedding day.
- ▶ Venue visit meeting one month out from the wedding day - for a comprehensive walk through with professional input from an experienced wedding coordinator.
- ▶ Creation of a day-of timeline, to be managed and maintained by Succulent Events and distributed to all vendors one week from ceremony.
- ▶ Creation of a “Wedding Plan” that outlines all personal items as well as materials rented from Succulent Events or other companies.
- ▶ Wedding rehearsal orchestration.
- ▶ Collect personal items from client for set up on the wedding day.

On the Wedding Day:

- ▶ One lead coordinator and assistant coordinator to arrive as soon as the first vendor arrives on site on the wedding day.
- ▶ All event set up including any personal items. Rented items from Succulent Events will incur a 20% set up and delivery cost.
- ▶ We will ensure the ceremony and reception are set to match the Wedding Plan and make sure the vision meets the client's vision.
- ▶ Greet guests, answer questions, ensure everyone is seated in time for the ceremony to begin
- ▶ Orchestration of ceremony including cueing officiant and music
- ▶ Supervision and management of timeline and transitions throughout the day and work closely with caterer, DJ and other day of vendors to ensure timeline is executed according to plan and handle any unexpected crisis.
- ▶ Comprehensive emergency kit on site to combat any unexpected mishaps.
- ▶ Post-wedding, ensure that all gifts and cards, personal items, extra food and alcohol and any other leftover items are put in the correct vehicle or placed in a specific area for ease of pick-up
- ▶ Assistance coordinating grand exit including staging of get-away vehicle, if applicable.
- ▶ Before departing, we will ensure that all vendors clean up to the venue's. If a venue requires the client to clean up, Succulent Events will stay and clean for an additional \$50 fee



Full Service Wedding Planning - \$2,250

Does the thought of planning a wedding feel overwhelming to you? Are you not sure where to start? Full Service Wedding Planning is the way to go! We guide you through the entire process of planning and executing your wedding. All you need to do is make the final decisions, pay your vendors and show up!

Before the Wedding Day:

- ▶ Initial consultation to discuss general details and your needs.
- ▶ Once your contract is signed, you are entitled to unlimited phone calls, texts and emails to discuss any wedding details or questions.
- ▶ Vendor recommendations and full planning of all vendor meetings. Succulent Events will attend all vendor meetings and help you secure your choice of vendor at a fair rate and with a solid contract.
- ▶ Once-a-month planning meetings (from hire date to wedding date) to ensure budget is in check and all planning is moving along as needed.
- ▶ Budget creation and management – This will be uploaded to a location where both Succulent Events and the client can manage but Succulent Events will be the primary manager.
- ▶ Wedding planning checklist reminders throughout the planning process (i.e. when to send invitations, when to finalize headcount...etc.)
- ▶ Payment schedule reminders and tracking of paid elements in Budget Spreadsheet.
- ▶ Contract review – we will read over all vendor contracts to ensure nothing is missed and that all details are clear for the wedding day.
- ▶ Creation of a wedding design style including color palette, mood and design with input from the client.
- ▶ Wedding invitation design available for an extra fee.
- ▶ Venue visit meeting one month out from the wedding day - for a comprehensive walk through with professional input from an experienced wedding coordinator.
- ▶ Creation of a day-of timeline, to be managed and maintained by us and distributed to all vendors one week from ceremony.
- ▶ Creation of a “Wedding Plan” that outlines all personal items as well as materials rented from Succulent Events or other companies.
- ▶ Wedding rehearsal orchestration.
- ▶ Collect personal items from client for set up on the wedding day.

On the Wedding Day:

- ▶ One lead coordinator and assistant coordinator to arrive as soon as the first vendor arrives on site on the wedding day.
- ▶ All event set up including any personal items. Rented items from Succulent Events will incur a 20% set up and delivery cost.
- ▶ We will ensure the ceremony and reception are set to match the Wedding Plan and make sure the vision meets the client’s vision.
- ▶ Greet guests, answer questions, ensure everyone is seated in time for the ceremony to begin (continued...)



- ▶ Orchestration of ceremony including cueing officiant and music
- ▶ Supervision and management of timeline and transitions throughout the day and work closely with caterer, DJ and other day of vendors to ensure timeline is executed according to plan and handle any unexpected crisis.
- ▶ Comprehensive emergency kit on site to combat any unexpected mishaps.
- ▶ Post-wedding, ensure that all gifts and cards, personal items, extra food and alcohol and any other leftover items are put in the correct vehicle or placed in a specific area for ease of pick-up
- ▶ Assistance coordinating grand exit including staging of get-away vehicle, if applicable.
- ▶ Before departing, we will ensure that all vendors clean up to the venue's. If a venue requires the client to clean up, Succulent Events will stay and clean for an additional \$50 fee.