

Wedding Packages

- **Full Wedding Planning Package- starting at \$2,000**



This package is catered to busy couples who want their ideal wedding, but may not have the time to plan and execute their vision while keeping their day job; so they want a professional overseeing every aspect of their wedding day (or weekend) and just wants to say "Yes" and "No" on every decision. You decide

how involved you want to be in the planning. With our professional guidance, you'll be informed of deadlines and enjoy every minute of your wedding experience.

- Complimentary one-hour consultation to discuss design and budget
- Unlimited Email & Text Correspondence for Etiquette & Advice
- Month by month timeline designed to assist you at the start of your planning
- Comprehensive Wedding Checklist
- Assist with Venue(s) Preview & Selection (Review Quotes, BEOs, etc.)
- Vendor Recommendations
- Set Up & Confirm Vendor Appointments
- Act as Vendor Liaison between Couple & Vendors from the Beginning
- Manage Vendor Payment Schedule
- Send Vendor Payment Reminders (As Necessary)
- Review & Confirm Vendor Commitments Upon Receiving their Contracts
- Develop Wedding Design Concept & Inspiration Board
- Seating Chart and Floor Plan Design
- Budget Projection & Management (allocate money & help you stay in budget)
- Custom Monthly Planning Updates
- Up to 10 Meetings with Planner (Planning or Vendor)

- Marriage License Information
- Assist with Booking Guest Transportation
- Assist with Securing Hotel Room Blocks for Guests
- Assist with Stationery Design, Selection & Addressing
- Assist with Rehearsal Dinner Location Selection
- Assemble & Deliver Welcome Bags (Supply Cost by Client, Up to 30 Bags)
- Create & Distribute Personalized Event Summary & Detailed Timeline
- Coordinate Ceremony Rehearsal (Up to 1.5 Hours)
- Planning Team of Wedding Coordinator plus Coordinator Assistant
- Oversee Set-Up & Breakdown of Ceremony & Reception Sites, Acting as Point of Contact
- Unlimited Use of Plan It Emergency Kit
- Distribute Personal Florals at Venue (pin boutonnieres, corsages & bouquets)
- Line Up & Cue Wedding Party & Musicians/DJ Down the Aisle
- Coordinate with Band/DJ for Wedding Party Grand Entrance
- Set-Up Event Items (guest book, programs, table numbers, place cards, etc.)
- Maintain & Coordinate Wedding Day Timeline with All Vendors
- Distribute Final Payments & Gratuities for Vendors on Event Day
- Collect Event Items by end of Event (handed off to designated guest)
- Coordinate & Cue Newlyweds for Grand Exit

• **Petit Wedding Planning Package- starting at \$1,200**

As our most popular collection, it is for the couple who has a vision, but just needs a little guidance in the right direction to tie everything together perfectly!

- Complimentary one-hour consultation to



discuss design and budget

- Unlimited Email & Text Correspondence for Etiquette & Advice
- Comprehensive Wedding Checklist
- Vendor Recommendations
- Review & Confirm Vendor Commitments Upon Receiving their Contracts
- Assist with Venue(s) Preview & Selection (Review Quotes, BEOs, etc.)
- Budget Review & Revisions (For Adjustments & Suggestions)
- Up to 4 Face-to-Face Meetings with Planner (Planning or Vendor)
- Custom Monthly Planning Updates
- Assist with Décor & Design Decisions
- Manage Vendor Payment Schedule
- Send Vendor Payment Reminders (As Necessary)
- Vendor Coordination 3 Months Prior to Wedding
- Create & Distribute Personalized Event Summary & Detailed Timeline
- Coordinate Ceremony Rehearsal (Up to 1.5 Hours)
- Planning Team of Lead Planner plus Event Assistant
- Oversee Set-Up & Breakdown of Ceremony & Reception Sites, Acting as Point of Contact
- Unlimited Use of Plan It Emergency Kit
- Distribute Personal Florals at Venue (pin boutonnieres, corsages & bouquets)
- Line Up & Cue Wedding Party & Musicians/DJ Down the Aisle
- Coordinate with Band/DJ for Wedding Party Grand Entrance
- Set-Up Event Items (guest book, programs, table numbers, place cards, etc.)
- Maintain & Coordinate Wedding Day Timeline with All Vendors
- Distribute Final Payments & Gratuities for Vendors on Event Day
- Collect Event Items by end of Event (handed off to designated guest)
- Coordinate & Cue Newlyweds for Grand Exit

- **Day of Coordination- starting at \$800**

Perfect for those DIY Brides and Grooms. This includes a FREE consultation, and 8 full hours of making sure your plans and timeline are executed the way you want them to be making your wedding a stress-free day while you get pampered and celebrated. For weddings with 125 guests or more, we will be happy to set up a customized package just for you.



- Complimentary 1-hr Consultation to wrap up details
- Personal vendor referral list according to your needs after first meeting
- Wedding day design guidance
- Service begins 6 weeks prior to wedding date.
- One event coordinator and one assistant on your wedding day
- A one-hour site inspection the week of your wedding
- Wedding planning organization templates to assist you
- Timeline of scheduled wedding events
- Final calls the week of wedding to vendor list and services
- One-hour ceremony rehearsal
- Location set up & coordination of vendors
- Up to 8 hours of wedding day coordination (*additional hours available for a fee)
- Procession and recession coordination
- Handle all personal items for ceremony & reception (guest book, toasting flutes, favors, etc.)
- Emergency wedding day kit
- Guest coordination and assistance
- Location set-up & coordination of vendors
- Distribute final payment & Gratuities to vendors (paid by client)
- Post reception clean-up (secure personal items and distribute to designated guest)

- Coordinate & Cue newlyweds for grand exit.

- **A La Carte Services -starting at \$150**

Services & Collection Enhancements

- Honeymoon “sweet”- includes Champagne, Toasting Flutes, Rose petal Placement & Chocolate covered strawberries. (Delivery on-site ONLY)
- Grand Exit Celebration- Let us provide the perfect ending to your big day. Includes supplies (sparklers, bubbles, ribbons, etc.) for up to 100 guests (venue permitting, *over 100 for an additional cost).
- RSVP Management- receiving & tracking your guests RSVPs, keeping you updated on your guest list.
- Invitation Assembly- assembling, addressing and mailing of up to 100 invitations (postage provided by you, (*over 100 for an additional cost).
- Guest Services- stuffing up to 30 welcome bags or assembling & packaging up to 100 favors (*over 100 for an additional cost).
- "Where Do I Start?" –Not sure where to begin? Includes up to 2.5 Hours discussing Budgets, Tips, Planning Advice & more!
- Venue Previews –Assistance with selecting your perfect Ceremony & Reception Venue(s). Includes up to (3) Site Visits.
- Design Concept –We will help come up with your wedding's look & feel. Includes a One-hour Design Meeting, Inspiration Board Creation, Design Recommendations & Floorplan Creation
- Hotel Accommodations- coordination for blocking rooms for your wedding guests.
- Transportation- assistance with wedding day transportation for bridal party and guests.

- **Floral and Décor Package- starting at \$55 per table.**

The Floral and Decor Package includes items like centerpieces and alter pieces, and can include personal flowers like bouquets, boutonnieres, and corsages. All floral arrangement from every flower to the greenery is chosen by you to provide the decorative element that you had envisioned for your magical day.



- **Ceremony Arches- starting at \$300**



The Ceremony Arches starting at \$300 is for what we have in our inventory.