



2018 Pricing and Packages

The following are some sample packages and pricing that we offer. Please keep in mind that many of the packages are created for weddings or larger events. Any package can be customized to your individual preferences and budget.



Full Service Planning and Coordination

The works! Everything from the very beginning of the planning process until the last guest leaves your event. Perfect for a bride who wants help with it all and doesn't want to worry about one tiny detail. Here is a highlight of what we offer:

- **Communication:** Unlimited email, phone calls and ten in person meetings
- **Consultation & Planning Sessions:** An initial meeting to get to know your preferences, determine theme, guest list, colors, budget and planning schedule for subsequent meetings. Discuss timeline for to-do lists and when tasks need to be accomplished
- **Budget Assistance:** Create a detailed wedding budget, which shows you potential hidden costs. Keep the budget updated on a regular basis & keep track of event related payments. Maintain vendor deposit schedules and final payments/gratuities
- **Vendor/Venue Selection and Management:** Research and recommendations for venues/vendors. Assist with site tours, selection and booking of venue/vendors. Designated point of contact for all vendors throughout planning process and day-of. Assist with pricing and contract terms and manage vendors for duration of planning period. Access to Sydney Camille Event's preferred vendor list
- **Details:** Provide samples, templates and timelines. Provide guidance and sample text for event website and printed materials such as invitations, programs, menus etc. Provide a month by month timeline to utilize during the planning period upon signing.
- **Event Design:** Aid in the coordination of the overall event vision and design and provide suggestions based on the theme, colors and style
- **Favors/Gifts:** Assistance with favor selection, welcome bags and gifts. Drop-off welcome bags at hotel for out-of-town guests. Gather gifts, decor, and other personal items at the end of the night for a designated guest to receive
- **Guest Services:** We research nearby hotels and provide recommendations for guest lodging. We negotiate room rates and monitor guest bookings. We research guest transportation, and manage distribution of all out-of-town bags and/or welcome letters
- **Ceremony & Reception Management:** We will lead at least one site visit and provide recommendations for event set up and logistics. We establish a relationship with your venue staff and act as liaison between venue and other vendors one month before the wedding
- **Rehearsal Management:** We organize and lead event rehearsal including processional and recessional line up
- **Day-Of Event Production:** We oversee your entire event from start to finish, keeping the event running smoothly and on time. We provide 2 assistants on the day. We attend one venue walkthrough and rehearsal. Any additional hours will be billed at \$95 per hour.
- **Emergency Kit:** Full use of our Emergency Day-Of Kit
- **Personal Assistance:** We attend dress fittings, schedule spa appointments for the weekend of the event, and act as a trusted advisor for any special personal or family needs
- **Much More:** Many things come up during the planning process that are not listed here that we will be more than happy to assist with as needed! **Pricing:** Begins at \$4,600



Partial Planning and Coordination

Perfect for the bride who doesn't need a full time planner, but wants expert advice and recommendations. Client may have already started planning and needs assistance with vendor selection, brainstorming ideas, event aesthetics, timeline recommendations and more. Here is a highlight of what we offer:

- **Communication:** Unlimited emails and phone calls. Four in person meetings
- **Consultation & Planning Sessions:** An initial meeting to get to know your preferences, determine theme, guest list, colors, budget and planning schedule for subsequent meetings. Discuss timeline for to-do lists and when tasks need to be accomplished
- **Timeline:** Provide detailed timeline and distribute to all vendors and necessary family members and friends. Provide a month by month timeline to utilize during the planning period upon signing.
- **Budget Assistance:** Help create or edit the budget and give recommendation of ways to stay within budget. Keep track of vendor payments and due date
- **Vendor recommendations:** Assistance with any vendors that have not yet been chosen, review of contracts and pricing and vendor visits. Access to Sydney Camille Event's preferred vendor list
- **Event Design:** Aid in the coordination of the overall event vision and design and provide suggestions based on the theme, colors and style
- **Rehearsal Management:** We organize and lead event rehearsal including processional and recessional line up
- **Ceremony & Reception Management:** We will lead at least one site visit and provide recommendations for event set up and logistics. We establish a relationship with your venue staff and act as liaison between venue and other vendors one month before the wedding
- **Emergency Kit:** Full use of our Emergency Day-Of Kit
- **Day-Of Event Production:** We oversee 12 hours on the day of the event, keeping the event running smoothly and on time, and attend one venue walkthrough and rehearsal.

We provide one assistant on the day of. Any additional hours will be billed at \$95 per hour. **Pricing:** Begins at \$3,300



Month-Of Planning and Coordination

This package assists the client finalize last details of the event the month prior to the event and execute the day-of coordination:

- **Communication:** Unlimited emails and phone calls during the month prior to event. One in person meeting if desired that takes place at the venue site. Monthly check in's.
- **Vendor Management:** We provide you with general information about planning, and manage your vendors for you starting one month before the event.
- **Organization & Project Management:** We will draft a well-organized event timeline and inform vendors on its contents. Develop and manage event day checklist. Provide a month by month timeline to utilize during the planning period upon signing.
- **Personal Assistance:** We provide guidance with sensitive issues that may arise with respect to family, budget, or vendors. Can attend any last minute fittings or meetings as scheduling allows
- **Rehearsal Management:** We organize and lead event rehearsal including processional and recessional line up
- **Ceremony & Reception Management:** We will lead at least one site visit and provide recommendations for event set up and logistics. We establish a relationship with your venue staff and act as liaison between venue and other vendors one month before the wedding
- **Emergency Kit:** Full use of our Emergency Day-Of Kit
- **Day-Of Event Production:** We oversee 12 hours on the day of the event, keeping the event running smoothly and on time, and attend one venue walkthrough and rehearsal. We provide one assistant on the day of. Any additional hours will be billed at \$95 per hour.
- **Pricing:** Begins at \$1,895



The Party Package!

Every occasion is worth celebrating, big or small! This is the package for any event: Birthday Parties, Anniversaries, Bridal Showers/Bachelorette parties, Dinner Parties, you name it! Every party is unique, so please contact for pricing inquiries and I can create a custom package for your individual needs. Services for these parties/events could include, but not limited to:

- Consultations face to face, via email or phone, whichever works best for you
- Design of overall theme, color scheme and event aesthetics
- Logistical management
- Recommendation of venue/vendors
- Review vendor contracts
- Booking of venue/vendors
- Facilitate and attend any vendor meetings
- Execution day-of event
- Oversee site set-up and breakdown
- Distribute final payments and gratuities

Ask the Expert/Hourly: Ask away! If you have specific questions about your event and would like recommendations, but don't need a planner. I charge \$95/hour.

Custom: Don't see something that fits your event? Want a mix of the packages offered? We can create something custom just for you! Ask for pricing details.

A La Carte

- **Customized Welcome Bags/Baskets:** We can help you welcome your out-of-town guests to the area with customized welcome bags in their hotel room. We can fill the bags with your choice of items or local goodies, visitor guides and event information and then drop them off at the hotel to ensure your guests feel at home. Please place your order at least 60 days prior to your event. Price varies depending on contents.
- **Event baskets:** Need a bathroom basket? We've got you covered for any other baskets you may need at your event. Price varies depending on contents.
- **Extra Vendor + Details Meetings**
- **Rehearsal Dinner/After Wedding Brunch Planning**
- **Design Meeting**
- **Invitations + Stationery Assistance**
- **Day-Of Pick Ups/Drop Offs**

