



 Servicing the High Desert/Inland Empire in San Bernardino County

 (562) 341-0278

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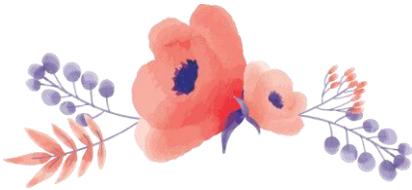
 www.divine-event-services.com

Our Planners aim to keeping you within your budget. Their goal is to ensure your event is taken care of from idea conception to bringing it to life. They plan, organize, and execute your Uniquely Divine wedding as you have envisioned it to be.

Wedding Planner \$5,000.00

- ♥ Free consultation and budget planning.
- ♥ Creates a task list and timelines for the next nine months before the wedding day.
- ♥ Hires and/or recommends vendors from an array of professionals.
- ♥ Negotiates vendor contracts.
- ♥ Schedules, visits, and secures a wedding venue.
- ♥ Consults and manages the vendors.
- ♥ Attends meetings with you and your vendors.
- ♥ Helps with guest management, accommodations, and activities, if needed.
- ♥ Coordinates the dinner and wedding rehearsals.
- ♥ Manages and organizes the wedding day, ceremony, and reception timelines.
- ♥ Creates the wedding day floor plan.
- ♥ Manages forms of transportation for the wedding party, guests, and groom and bride to be.
- ♥ Final walk through of the ceremony and reception.
- ♥ Sets up and tears down items bought by the wedding couple and hands over to assigned individual for safe keeping.

The Wedding Planner will devote 180 man-hours (10 hours reserved for the wedding day). If you are interested in attaining one of our Wedding Planners, please contact us one year before the wedding date to allow for the consultation and preparation.



Our Coordinators take control of every facet of your event. They will go over your events' details to manage and coordinate timelines with your vendors in preparation for the wedding day. The coordinator will oversee the wedding day, ceremony, and receptions timelines, organize rehearsals, greet, and direct the wedding guests to their seats upon arrival. On the Day-of she/he will make sure your event runs smoothly, efficiently, and will handle unforeseen crises that may arise. Our Coordinators oversee every aspect of your event from beginning to end.

Wedding Coordinator \$1,200.00

- ♥ Free consultation for one hour.
- ♥ Consults and manages the vendors.
- ♥ Creates a wedding timeline.
- ♥ Coordinates the dinner and wedding rehearsals.
- ♥ Manages and organizes the wedding day, ceremony, and reception.
- ♥ Final walk through of the ceremony and reception.
- ♥ Sets up and tears down items bought by the wedding couple or coordinator and hands over to assigned individual for safe keeping.
- ♥ 40 total service hours (10 hours reserved for the wedding day and the rest towards the involvement of the wedding coordination).

If you'd like to hire one of our Wedding Coordinators, please contact us at least one month and a half before the wedding date to allow for the consultation and preparation.

