

# Day of the Wedding Package

\$750

# Half-way There Package

\$1500

# The Total Package

\$3000

This service is great for the organized bride who has planned almost all her details and would just like a little help. This package takes the day-of stress and details off your plate so you and your family can enjoy this special day!

- \* Review wedding budget and align all aspects to it
- \* Assist in planning your ceremony order
- \* Assist in designing the event layout
- \* One hour meeting two weeks prior to the wedding to discuss the final details
- \* Create day of wedding timeline and distribute to vendors and wedding party
- \* Vendor confirmations one week before to ensure all parties are in sync
- \* Unlimited assistance via email and phone regarding etiquette or general questions
- \* Rehearsal assistance directing the flow
- \* Onsite the day of the event for decorating and preparation
- \* Oversee timeline throughout ceremony and reception to ensure all events are executed as desired
- \* Set up programs, guest book, party and exit favors etc
- \* Ensure party and exit favors get distributed
- \* Distribute day of payment to vendors
- \* Checklist of responsibility for taking home gifts, cake topper, bridal portraits and keepsakes and ensure it is followed
- \* Oversee vendor clean up
- \* Coordinate the ceremony and reception set up and tear down

This service is for the almost there or half-way through planning bride who would like some additional help to finish up the last vendors and preparations. This package takes your great ideas and builds from there to be sure all your dreams for your wedding are coordinated and the day-of runs smoothly!

- \* Assist in finding any vendors still needed and coordinating consultations
- \* Help review wedding contracts and offer suggestions
- \* Review wedding budget and align with all aspects of it
- \* Communication and confirm all vendors will be timely and ensure professional services are executed
- \* Unlimited assistance via email and phone regarding etiquette or general questions
- \* Help with rental pick-ups

INCLUDES DAY OF THE WEDDING SERVICES

This service is for our busy couple or the bride who wants to focus on enjoying the planning process with help from a full-service planner. I will be there from start to finish planning with you and coordinating all the details for you! This allows you to love the process every step of the way!

- \* Assist in deciding the Date, Location, Time, Decorations, Color Scheme and Theme, etc
- \* Assist in creating the invitation list, ordering invitations, and tracking RSVPs
- \* Coordinate all vendor searching, consultations and bookings
- \* Help coordinate catering and wedding cakes and attend tasting if necessary
- \* Create and implement wedding budget
- \* Create reception seating chart if necessary
- \* Unlimited assistance via email and phone regarding etiquette or general questions
- \* Assist with Planning the Rehearsal dinner if needed

INCLUDES HALF WAY THERE PACKAGE & DAY OF THE WEDDING PACKAGE SERVICES

# Event Packages

Customized

This service is available for assistance from start to finish for planning and coordinating your customized celebration!

- \* Assist in deciding the Date, Location, Time, Decorations, Color Scheme and Theme, etc
- \* Assist in creating the invitation list, ordering invitations, and tracking RSVPs if necessary
- \* Coordinate all vendor searching, consultations and bookings
- \* Help review contracts and offer suggestions
- \* Help coordinate catering if necessary
- \* Create and implement event budget
- \* Assist in planning your ceremony order
- \* Assist in designing the event layout
- \* One hour meeting two weeks prior to the event to discuss the final details
- \* Create day of the event timeline
- \* Vendor confirmations one week before to ensure all parties are in sync
- \* Unlimited assistance via email and phone
- \* Help with rental pick-ups
- \* Onsite the day of the event for decorating and preparation
- \* Oversee timeline throughout the event to ensure executed as desired
- \* Ensure party favors get distributed if necessary
- \* Coordinate the event set up and tear down



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EVENT SERVICES

*No matter the size or type  
of celebration, let me  
transform all your ideas  
into reality*