

Sweet & Simple Day of Wedding Coordination

\$1100 - \$1500

We set you up for success!

This package is for the couple that is planning a sweet but simple wedding celebration and is interested in having a lead in the wedding day set-up and coordination all of the vendors. A general guest count for this choice is between 50 (or less) and 85.

The bridal parties and families can prepare themselves for the celebration stress-free without worrying about preparing for guests and setting up all of the details and decorations.

Couples may book this service at nearly any point in the wedding planning process, although couples typically book this service 6-8 weeks before the event date to ensure availability.

Services included in this package:

- 1-2 in person meetings- one of which will be the venue walk through. We want to learn your vision inside and out!
- One - Two professional planners managing your day
- Organize a wedding checklist which includes all details of the wedding day and rehearsal.
- Organize and implement a time line for the day
- 6 hours of wedding day preparations
- Compile all vendor contact information and confirm arrival times
- Assist with set-up and styling of all wedding elements (escort cards, table numbers, favors, guest book, gift table, floral arrangements)
- Greet vendors and be point of contact. Distribute final payment and gratuities to vendors- this way no one is bothering you!
- Direct ushers and helpers with seating and program distribution
- Assist with bridal party line-up, handing out bouquets, pinning corsages, cueing music and officiant
- Directing any special dances, thank you announcements, cueing toasts
- Make sure all the details are in place and discreetly work behind the scene to handle any problems that may arise.
- Monitoring all public areas to be neat and orderly.
- Unlimited contact via email or phone

* Travel fees may apply

* Pricing is not reflective of Holiday Pricing.

Added Assistance for Your Day at \$65 per hour

- Wedding rehearsal - (two hour minimum)
 - Securing couples' belongings at the end of the evening - (two hour minimum)
 - Creation & delivery of hotel welcome bags
 - Creation & delivery of restroom amenity baskets
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Comprehensive Day of Wedding Coordination

\$1800 - \$2200

We manage, organize and execute your wedding day!

This package is for the couple that has already done most of the wedding planning, but needs someone to bring to fruition all of their hard made plans and wants to be stress free on their wedding day. A general guest count for this choice is between 50 (or less) and 120.

We expertly focus on all of your details and logistics to ensure your vision becomes a reality. We are seriously service oriented and will be there for you and your guests throughout your wedding day to invoke a personalized experience for you, and a comfortable, pleasurable and memorable celebration for you and your guests.

Couples may book this service at nearly any point in the wedding planning process, although couples typically book this service 6-8 weeks before the event date to ensure availability.

Services included in this package:

- 2-3 in person meetings- one of which will be the venue walk through. We want to learn your vision inside and out!
- Two to three professional planners to manage your day
- Organize a wedding checklist which includes all details of the wedding day and rehearsal.
- Organize and implement a time line for the day
- Two hours of wedding rehearsal
- Complete wedding day management, up to 10 hours
- Compile all vendor contact information and confirm arrival times
- Review all rentals for specifics; delivery times & pick-up etc.
- Assist with set-up and styling of all wedding elements (escort cards, table numbers, favors, guest book, gift table, floral arrangements)

- Greet vendors and be point of contact. Distribute final payment and gratuities to vendors- this way no one is bothering you!
- Direct ushers and helpers with seating and program distribution
- Assist with bridal party line-up, handing out bouquets, pinning corsages, cueing music and officiant
- Direct guests via time line for cocktails, dinner, cake and dancing
- Directing any special dances, thank you announcements, cueing toasts
- Assist with bouquet toss and/or any other traditional ceremonies
- Lighting candles and keeping them lit
- Make sure all the details are in place and discreetly work behind the scene to handle any problems that may arise.
- Monitoring all public areas to be neat and orderly.
- Unlimited contact via email or phone

* Travel fees may apply

* Pricing is not reflective of Holiday Pricing.

Additional ‘no worry’ features at \$65 per hour

- Securing couples’ belongings at the end of the evening - (two hour minimum)
 - Creation & delivery of hotel welcome bags
 - Creation & delivery of restroom amenity baskets
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Partial Planning Wedding Coordination

\$2500 - \$3000

Professional assistance along the way!

This package is for the couple who wants to plan their own wedding but would prefer some assistance along the way. A general guest count for this choice is between 50 (or less) and 150.

Couples have typically chosen their wedding and reception venue and there may just be a need for other professions.

We will help keep you on the right track, guide you in the direction you want to go, and help bring it all together in the last few months. Our team of professionals will help create everything you have imagined for your special day, bringing to life your vision and organizing it all.

Typically we come in about 4-6 months prior to your event.

Includes all Day of Wedding Coordination services with the ADDITION of:

- Budget Planning
- Vendor Research and Recommendations which may include but is not limited to: The officiant, florist, entertainment, caterer, photography, rentals and more!
- Meeting with and securing vendors
- Liaise with Vendors: Setup & Breakdown, Deliveries, Attire, Timeline, Payments
- Contract Negotiations
- Assisting with Theme and Event Design
- Set up of all Elements and decorations
- Secure Transportation and Shuttles
- Secure Hotel Room Blocks
- Assist with Organizing Seating: Escort Cards, Place Cards & Table Numbers
- Secure couple's belongings at the end of the evening

* Travel fees may apply

* Pricing is not reflective of Holiday pricing

Awesome features to add at \$65 per hour

- Creation & delivery of hotel welcome bags
 - Creation & delivery of restroom amenity baskets
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Full Service Wedding Coordination

\$4500 - \$6000

We plan and oversee your entire event from start to finish!

This package is for the couple who have very little time to plan their dream wedding, as it can become a full time job! But would like to hand over the reins to a professional to guide them most of the way.

A general guest count for this choice is between 50 (or less) and 300.

As the wedding couple, you only need take part in the planning aspects that you want to, while resting assured that everything else is in good hands. We will provide complete planning assistance with every aspect of your wedding design, logistics and details. We will help guide you and offer support and advice on every decision and handle every element.

Includes all Day of Wedding Coordination & Partial Planning services with the **ADDITION of:**

- Scouting locations for venue options
- Ceremony & venue research and recommendations including on-site visits with couples and vendors
- Design & Assembly of Invitations and Stationary * *Custom made Invitations available for an additional fee*
- Website development & maintenance including 8 updates
- Favor design and implementation
- Full theme & design creation
- Securing and set up of decorations and rentals
- Breaking down and packing up couple's belongings at the end of the evening
- Creation & delivery of hotel welcome bags
- Creation & delivery of restroom amenity baskets

* Travel fees may apply