



Simply SK Events

Services Agreement Package Outline

Bronze Package (Day-Of Coordination) Begins at \$1500

- Contact and confirm all vendors prior to wedding day
- Inventory and management of event accessories
- Creating and executing wedding day timeline and checklist
- Customs, traditions, and etiquette advice
- Rehearsal attendance and coordination upon request
- Final walk-through attendance upon request
- Decor setup day-of (2 hours, additional can be added and will be charged accordingly)
- Full service day-of coordination

Silver Package (Partial Planning and Execution) Begins at \$3000

- Contact and confirm all vendors prior to wedding day
- Inventory and management of event accessories
- Creating and executing wedding day timeline and checklist
- Customs, traditions, and etiquette advice
- Rehearsal attendance and coordination upon request
- Final walk-through attendance upon request
- One additional event coordinator to assist day-of
- Referrals of vendors to fit your taste
- Design and coordination of ceremony and reception
- Creating and maintaining payment schedule and budget
- Floor plan design
- Decor setup day-of (5 hours, additional can be added and will be charged accordingly)
- Full service day-of coordination



Services Agreement Package Outline

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Gold Package (Full Service Planning and Execution) Begins at \$4000

- Contact and confirm all vendors prior to wedding day
- Inventory and management of event accessories
- Creating and executing wedding day timeline and checklist
- Customs, traditions, and etiquette advice
- Rehearsal attendance and coordination upon request
- Final walk-through attendance upon request
- One additional event coordinator to assist day-of
- Referrals of vendors to fit your taste
- Design and coordination of ceremony and reception
- Creating and maintaining payment schedule and budget
- Floor plan design
- Event set-up & tear-down (all-day service)
- Research and tours of venues and vendors
- Transportation scheduling
- Delivery and return of rental wedding accessories
- Full service day-of coordination

Extras and Add-Ons (all hourly pricing- customizable)

- Research and tours of venues and vendors
- Event set-up and/or tear-down
- Transportation scheduling
- Delivery and return of rental wedding accessories
- Assembly and distribution of invitations, save-the-dates, tracking RSVP, guest welcome bags
- Creating wedding day timeline and/or checklist
- Consultations
- DIY project creation