

CASSANDRA MAE

E V E N T S

Wedding Management

- \$800
 - \$300 deposit along with contract signature at the first meeting
 - \$500 payment due a week before the wedding date
- Unlimited Email or Phone Communication
- Vendor Recommendations
- Three separate in-person meetings:
 - One, to discuss timeline, day-of logistics, vendor contact information, family & wedding party information, and personal item checklist.
 - Two, to do a walk through at the ceremony and reception sites with the venue personnel to go over vision and schedule.
 - One extra meeting is available for any other items that may come up.
- Development of a detailed timeline to distribute to contracted vendors and bridal party.
- Email or phone communication will be sent to all vendors 1-2 weeks before the wedding with the timeline that has been approved by the couple.
- Attendance at the rehearsal to coordinate and supervise.
- On-site the day-of:
 - Setting up both the ceremony and reception space with all decor provided or rented from me to ensure the vision of the couple is brought to life.
 - Execution of the wedding day timeline that has been set in place, to ensure the day runs as smoothly as possible.
 - Acting as the point person for all questions or concerns from vendors, friends, and family.
- Additional set up or tear down hours can be added at \$25 per hour.
- Access to an emergency kit stocked with all the wedding day essentials.
- Shared Google Drive folder with all wedding documentation, and information.
- Shared Wedding Plan Spreadsheet that includes all the following tabs for information: Timeline Checklist, Wedding Day Schedule, Program/Ceremony List, To-Do List, Other Schedules, Vendors, Table Seating Chart, Hair & Makeup, Rentals, Music and Attire.

25% discount off all rental items purchased in combination with any wedding package.

Partial Wedding Planning

- \$1400
 - \$400 deposit along with contract signature at the first meeting
 - \$500 payment due 3 months before the wedding date
 - \$500 payment due a week before the wedding date
- Unlimited Email or Phone Communication
- Vendor Recommendations
- Six separate in-person meetings:
 - One, to discuss timeline, day-of logistics, vendor contact information, family & wedding party information, and personal item checklist.
 - Two, to do a walk through at the ceremony and reception sites with the venue personnel to go over vision and schedule.
 - Four extra meetings for any other items that may come up during the planning process.
- Advise on venue selection and coordination for ceremony and reception.
- Coordination of the catering selection: develop menus, assist with details and reserve a caterer.
- Development of a detailed timeline to distribute to contracted vendors and bridal party.
- Email or phone communication will be sent to all vendors 1-2 weeks before the wedding with the timeline that has been approved by the couple.
- Design processional and recessional for the ceremony, if not already done so by the venue.
- Attendance at the rehearsal to coordinate and supervise.
- Assistance with any three other areas chosen from the list below:
 - Assist in event design by consulting on color selection, linens, lighting, floral design, and accents.
 - Create floor plans and layouts for all event spaces.
 - Coordinate the rehearsal dinner and the day-after brunch.
 - Help with the design of save-the-dates and invitations.
 - Consult on the cake or dessert design along with flavor selections.
 - Assistance with guest accommodations.
 - Coordinate transportation logistics.
- On-site the day-of:
 - Setting up both the ceremony and reception space with all decor provided or rented from me to ensure the vision of the couple is brought to life.
 - Execution of the wedding day timeline that has been set in place, to ensure the day runs as smoothly as possible.
 - Acting as the point person for all questions or concerns from vendors, friends, and family
- Set up or tear down additional hours to be used outside of the wedding day:
 - Ceremony space for 1 hour
 - Reception space for 4 hours
 - Additional set up or tear down hours can be added at \$25 per hour.
- Access to an emergency kit stocked with all the wedding day essentials.
- Shared Google Drive folder with all wedding documentation, and information.
- Shared Wedding Plan Spreadsheet that includes all the following tabs for information: Timeline Checklist, Wedding Day Schedule, Program/Ceremony List, To-Do List, Other Schedules, Budget Estimator, Detailed Budget, Vendors, Table Seating Chart, Catering, Photographer & Videographer, DJ/Band, Music, Attire, Printed Materials, Cake/Dessert, Flowers, Hair & Makeup, Transportation, Rentals, and Hotel Block.

25% discount off all rental items purchased in combination with any wedding package.

Full Wedding Planning

- \$2000
 - \$500 deposit along with contract signature at the first meeting
 - \$500 payment due 6 months before the wedding date
 - \$500 payment due 3 months before the wedding date
 - \$500 payment due a week before the wedding date
- Unlimited Email or Phone Communication
- Unlimited in-person meetings
- Development of a detailed timeline to distribute to contracted vendors and bridal party.
- Email or phone communication will be sent to all vendors 1-2 weeks before the wedding with the timeline that has been approved by the couple.
- Recommendations on all vendors.
- Management of all vendor relations; communication, meeting scheduling, document organization, and consultations.
- Attendance of all vendor meetings.
- Advise on venue selection and coordination for ceremony and reception.
- Coordination of the catering selection: gathering proposals, develop menus, coordinated tastings, and assist with details.
- Consult on the cake or dessert design along with flavor selections.
- Help with the design of save-the-dates and invitations.
- Assist in event design by consulting on color selection, linens, lighting, floral design, decor, and accents.
- Create floor plans and layouts for all event spaces.
- Coordinate transportation logistics.
- Assistance with guest accommodations.
- Coordinate the rehearsal dinner and day-after brunch.
- Design processional and recessional for the ceremony.
- Attendance at the rehearsal to coordinate and supervise.
- On-site the day-of:
 - Setting up both the ceremony and reception space with all decor provided or rented from me to ensure the vision of the couple is brought to life.
 - Execution of the wedding day timeline that has been set in place, to ensure the day runs as smoothly as possible.
 - Acting as the point person for all questions or concerns from vendors, friends, and family
- Set up or tear down additional hours to be used outside of the wedding day:
 - Ceremony space for 2 hours
 - Reception space for 5 hours
 - Additional set up or tear down hours can be added at \$25 per hour.
- Access to an emergency kit stocked with all the wedding day essentials.
- Shared Google Drive folder with all wedding documentation, and information.
- Shared Wedding Plan Spreadsheet that includes all the following tabs for information: Timeline Checklist, Wedding Day Schedule, Program/Ceremony List, To-Do List, Other Schedules, Budget Estimator, Detailed Budget, Vendors, Table Seating Chart, Venues, Catering, Photographer & Videographer, DJ/Band, Music, Attire, Printed Materials, Cake/Dessert, Flowers, Gifts, Hair & Makeup, Transportation, Rentals, and Hotel Block.

25% discount off all rental items purchased in combination with any wedding package.