

DESIGN BY MANAL

Day of Coordination: \$1250 (Priced for 150 max guests and negotiated based on changes) *
For the couple that has completed all planning on their own but requires coordination on the day of the event.

- ◆ Unlimited communication upon signing the contract
- ◆ Planning meeting to discuss logistics for the day of the event
- ◆ Meet with venue representative to discuss the event layout and vendor logistics
- ◆ Create and agree upon timeline and agenda for ceremony and reception
- ◆ Coordinate with all vendors on set up the day of
- ◆ Follow up with your hired vendors at least 1 week in advance to discuss logistics
- ◆ Lead on coordination of wedding/reception the day of
- ◆ Implement required guests favors, VIP/family seating, guest cards, pictures, and agreed upon special requests the day of
- ◆ 2-hour ceremony rehearsal the day prior or morning of
- ◆ Handle all vendor or logistics issues that may arise during the event
- ◆ Assist with securing and collecting tip or gift box the day of event
- ◆ Work with band/musician timing for entrance/first dance/cake cutting etc.
- ◆ Coordinate clean up with all vendors and the venue following the event

Partial Planning Package: \$3500 (Priced for 150 max guests and adjusted accordingly) *

This package is designed for the client who has already completed some of the design and planning but requires assistance completing the package (typically already have the venue booked and a few vendors).

- ◆ Unlimited communication upon signing contract
- ◆ Initial and up to three meetings to discuss planning and design details
- ◆ Budget agreement prior to booking remaining vendors
- ◆ Payment arrangement to remaining vendors through us
- ◆ Create and agree upon timeline and agenda for ceremony and reception
- ◆ Planning and booking of required vendors
- ◆ Lead contact for all vendors in terms of timeline, setup, and issues/concerns
- ◆ Design completion and coordination of wedding and reception area
- ◆ Meet with venue representative to agree on layout and vendor logistics
- ◆ 2-hour ceremony rehearsal the day prior or morning of
- ◆ Coordination of all guest activities the day of including arrival, ushering, and seating
- ◆ Coordination of all vendors on the day of reception/ceremony

- ◆ Assist with securing and collecting tip or gift box the day of event
- ◆ Work with band/musician timing for entrance/first dance/cake cutting etc.
- ◆ Coordinate and complete deposits and final payments to vendors
- ◆ Coordinate clean-up with all vendors and venue day

Full Planning and Coordination Package: \$5000 (Priced for 150 max guests and adjusted accordingly) *

This package includes all the above but also includes planning, booking the venue, all vendors, and full coordination on the day of the event. This package is driven based on our agreed upon quotes and contract and designed to give you the most hands off experience possible.

A La Carte items can be provided by Design by Manal such as:

Backdrop- starts at \$500

Centerpiece arrangements- starts at \$75 each**

Sweetheart table- starts at \$250

All other logistics requirements are booked with outside vendors, including the above at the client requests.

*50% deposit is required upon contract signature and remaining balance is due 2 weeks prior to the event. I only charge you what the vendor quotes me which is included in my overall quote. The above coordination and planning fees are separate charges for my services. This is included in the contract and the overall price and allows you much less hassle by only having to work through Design by Manal. I will work to get you the best prices based upon our agreed upon budget.

**Design by Manal LLC holds a California Seller's permit to purchase fresh flowers at wholesale. Fresh flowers are typically priced higher than artificial flowers at the market rate. Fresh flower type/color will be limited based on season and availability.