3 of Cups

Wedding & Events

Jessica Ryan

Coordinator &
Venue Manager

3ofCups.biz

JessicaRyan@3ofCups.biz

facebook.com/
3ofCupsWeddingsandEvents

Menu of Services

Customizable Event Packages

I Cup Package

Day of Coordination (week-of and on-site)

Personalized Consulting
one-on-one consulting services and advisement through the week before your event

Vendor Relations and Week of Point of Contact
personalized recommendations, vendor relations and contract review

Proof and Distribute Timeline
confirm finalized schedule, deliveries, vendor setup and breakdown, guest activities, etc.

Venue Walk Through
visit venue with select vendors

Meetings
initial meeting, 2 weeks prior, and week of

Proof Venue Site Layout Design
vendor placement, arrangements, and activity locations

OnSite Coordination (up to 10 hours)
venue logistics, greet and place vendors, facilitate guest activities, lead breakdown and cleanup distribute final payments and gratuities to vendors
Day Of payments & gratuities prepared by clients in marked envelopes at start of day

Personal Support
correspondence: talking through all matters, making sure you and your guests are taken care of

II Cup Package

Month of Coordination (month-of and on-site)

Personal Consulting
one-on-one consulting services and advisement through the month before your event

Vendor Relations and Month-of Point of Contact
personalized recommendations, vendor relations and contract review

Create and Distribute Timeline
create finalized schedule: deliveries, vendor setup and breakdown, guest activities, etc.

Venue Walk Through
visit venue with select vendors

Create and Design Venue Site-Layout
vendor placement, arrangements, and activity locations

Develop Plan A and Plan B
outline backup plans for schedule and layout

Day-Before and Day-Of OnSite Coordination (up to 10 hours)
venue logistics, greet and place vendors, facilitate guest activities, lead breakdown and cleanup distribute final payments and gratuities to vendors

Personal Support
correspondence: talking through all matters, making sure you and your guests are taken care of

Meetings
initial meeting, month-before, and 2-weeks prior, 3 vendor planning visits, 2 venue walkthroughs

III Cup Package

Full Service (with or without in-house design services)

Personal Consulting
one-on-one consulting services and advisement with unlimited correspondence

Vendor Relations
full-service personalized research with quotes and comparisons, booking, and correspondence

Budget Tracking and Payments
Record-keeping of all projected and actual costs, processing payments to vendors, etc.

Point of Contact
all-inclusive vendor relations and contracts (venues, caterers, designers, entertainers, staff, etc.)

Create, Schedule, and Distribute Timeline
create and edit full schedule: deliveries, vendor setup and breakdown, guest activities, etc.

Venue Walk Through
visit venue with select vendors

Develop Plan A and Plan B
outline backup plans for schedule and layout

Create and Design Venue Site-Layout
vendor placement, arrangements, and activity locations

Day-Before and Day-Of OnSite Coordination (up to 10 hours)
venue logistics, greet and place vendors, facilitate guest activities, lead breakdown and cleanup distribute final payments and gratuities to vendors

Personal Support
correspondence: talking through all matters, making sure you and your guests are taken care of

Out-of-Town Guest Support
travel information, research, and bookings
hotel research and bookings
transportation research and bookings

Meetings
5 months prior, 3 months prior, 6 weeks prior, monthbefore, and 2-weeks prior
3 vendor planning visits
2 venue walk throughs

In-House Services

(additional contractors available for hire)

3 of Cups Florals & Decor

Coley Jackson Coley@3OfCups.biz

Wedding Website Designer

Invitation Designer

Paper Good Designer

Sign Designer

Stylist

Decor Designer

Photographer

Videographer

Musicians, Bands, DJs

Bartenders