



ESTIMATE FOR: FULL COORDINATION & DESIGN

2018

| ITEM | SCOPE | ITEM TOTAL |
|------------------------------------|---|---------------|
| Full Wedding Coordination & Design | <p>Assistance with booking qualified vendors Review vendor contracts Assistance with budget management Wedding design (decor, centerpieces, etc.) Access to Events with Soul decor inventory Assistance with outside rentals and contract management Create and implement full wedding day timeline Coordinate all final details with vendors (timeline, announcements, drop-offs and pick-ups, etc.) Attendance at all final vendor meetings Assistance with final room layout Manage day-of vendor logistics Coordinate setup & tear down of all decor, rentals, and personal items Facilitate ceremony rehearsal Unlimited meetings leading up to event Unlimited phone calls / emails Unlimited hours the week/weekend of event</p> | \$4500 |
| | TOTAL | \$4500 |
| | DEPOSIT | \$1000 |
| | REMAINING BALANCE DUE | \$3500 |

Payment Terms:

Deposit is non-refundable and goes towards your final balance.

Balance must be paid in full, thirty days prior to the event. Payment plan options are available.

Payment Options:

Balance can be paid via cash, check, or credit/debit card (convenience fees will be applied for credit card payments).

Please make checks out to Events with Soul.



ESTIMATE FOR: PARTIAL COORDINATION

2018

| ITEM | SCOPE | ITEM TOTAL |
|------------------------------|---|---------------|
| Partial Wedding Coordination | <p>Create and implement full wedding day timeline Coordinate all final details with vendors (timeline, announcements, drop-offs and pick-ups, etc.) Attendance at all final vendor meetings Assistance with final room layout Manage day-of vendor logistics Coordinate setup & tear down of all decor, rentals, and personal items Facilitate ceremony rehearsal Unlimited meetings leading up to event Unlimited phone calls / emails Unlimited hours the week/weekend of event</p> | \$2500 |
| | TOTAL | \$2500 |
| | DEPOSIT | \$1000 |
| | REMAINING BALANCE DUE | \$1500 |

Payment Terms:

Deposit is non-refundable and goes towards your final balance.

Balance must be paid in full, thirty days prior to the event. Payment plan options are available.

Payment Options:

Balance can be paid via cash, check, or credit/debit card (convenience fees will be applied for credit card payments).

Please make checks out to Events with Soul.