# Services:

## 2 Hour Consultation

### Free with all Package Purchases - $125 individually.

A Simple, One Time Consultation

This two (2) hour meeting doesn't plan the entire wedding for the bride, but instead it gets her started on creating whatever sort of wedding she decides on, large or small.

Here are some of the things a bride can expect at one of these planning sessions:

- Help with preparing her budget (so she doesn't find herself surprised and deeply in debt as a newlywed!
- Suggested questions she should ask when she's interviewing potential wedding vendors
- Help finding the right local venue, caterer, florist, photographer or whatever else she needs for her wedding
- Tips on how to conduct her own smooth flowing rehearsal
- How to assign roles to her bridal party (because she'll need all the help she can get!)
- Tips on how she should organize her wedding day, including the transportation schedule and post-wedding breakdown
- How to prepare herself for an emergency (lists to keep handy, items to pack, etc.)
- Information on your 'day-of' wedding planning services (IMPORTANT!)
- A packet of local information and planning materials for her to take home
- An email follow-up with notes from the planning session including a spreadsheet with her up-to-date budget
- For her to save 2-3 months worth of planning time (really!)

## Wedding Month Coordination

### $1200

- Initial Consultation
- Ongoing Communication
- Meeting 4-6 Weeks Prior to the Wedding Date to Discuss Plans
- Day of Wedding Coordination (Up to 14 Hours)
- Vendor Confirmation 2 weeks prior to the wedding
- Vendor Confirmation 48 hours prior to the wedding
- Vendor Coordination Day of Wedding
- Vendor Payment day of Wedding
- Venue Site Inspection
- Creation of Wedding Day Timelines
- Distribution of Wedding Day Timelines to Vendors and Family
- Wedding Day Set-Up of Personal Items
- (toasting glasses, guest cards, cake knife and server,etc)
- Coordination of Wedding Day Meals for Bridal Party
- End of Reception Delivery of Personal Items
- Assistance with Decor and Design

- Management of food service, bar, service for family to ensure best service.

# Partial Wedding Coordination
# $1800

Our Most Sought After Package

**General Package Information:**

- Budget Discussion, Creation, and Monitoring
- Concept Planning – Wedding Design and Theme
- Planning and Consulting Meetings and Communication (Up to 50 Hours)
- Attendance At Selected Planning Meetings With Contracted Vendors
- Follow Up With Vendors & Service Providers During The Planning Process
- Attendance & Participation At Menu Tasting
- Attendance At Initial/Final Sessions With Selected Caterer, Ceremony/Reception Site
- Assist in procuring and streamlining Transportation Logistics and Management For The Wedding Event
- Assistance With Obtaining Lodging For Out-Of-Town Wedding Guests
- Rehearsal Luncheon/Dinner Development With Three (3) Hour Of Onsite Management
- Detailed Wedding Checklist & Itinerary During The Course Of The Planning Process
- Up To Twelve (12) Planning Meetings As Needed (in person or via teleconference)
- Unlimited Phone Calls (within normal business hours)
- E-mail Access to Consultant
- Confirmation of all vendor services 1 week prior to the wedding

**Rehearsal and Day-Of Inclusions:**

- Rehearsal Direction (1 hour)
- Photographer Videographer Clergy Limo/Transportation Hair and Make-Up Artists
- Wedding Contract or Service Agreement Review and Negotiation
- Creation of Seating Charts
- Day of Wedding Coordination (Up to 2 Wedding Coordinators)
- Day of Wedding Emergency Kit
- Creation of Wedding Day Timelines
- Distribution of Wedding Day Timelines to Vendors and Family
- Coordination of Wedding Day Meals for Bridal Party
- Delivery of Personal Items (Guest book, Toasting Glasses, etc) to Designated Room or
- Individual
- Delivery of Gifts to Designated Room or Individual

# Premium Coordination and Planning
# $2750

Best Bang for your Buck! Full Presence in all planning and design

**General Package Information:**

- Customized Service To Include Total Wedding Design Concept & Decor
- Assistance With Locating Appropriate Venues For All Wedding Related Activities
- Hand Picked, Qualified Vendors To Provide Needed Services For Your Event
- Budget Construction, Implementation & Management Throughout The Planning Process
- Scheduling Appointments & Meetings With Contracted Vendors
- Wedding Contract or Service Agreement Review & Negotiation
- Attendance At Meetings With Contracted Vendors
- Detailed Follow Up With Vendors & Service Providers During The Planning Process
- Attendance & Participation At Menu Tasting With Selected Caterer

- Attendance At Initial/Final Sessions With Selected Caterer, Ceremony/Reception Site

**We Manage:**

- Transportation Logistics For The Wedding And All Related Activities
- Advisement & Recommendations For Ceremony & Reception Music/Entertainment
- Attendance & Participation At Meeting With Selected Florist
- Assistance With Obtaining Lodging For Out-Of-Town Wedding Guests
- Theme Development And Assembly Of Welcome Bags For Guests (Materials not included)
- Design Development For Pre-Wedding Parties & Events
- Design Development, Assistance and Advice With Wedding Stationery Selection & Wording
- Mailing of Wedding Invitations (postage not included)
- "Wedding Information" Letter For Wedding Party Members During The Planning Process
- Personalized Restroom Amenity Baskets & High Quality Paper Hand Towels For Reception

**Includes On-Site:**

- Rehearsal Luncheon/Dinner Development with onsite coordination
- Detailed Wedding Checklist & Itinerary During The Course Of The Planning Process
- Regular Wedding Planning Meetings As Needed (in person or via teleconference)
- Ongoing Etiquette Advisement
- Unlimited Phone Calls (within normal business hours)
- E-mail Access to Consultant
- Confirmation of all vendor services 1 week prior to the wedding
- Rehearsal Direction (1 hour)
- Return Of Small, Wedding Related Items (i.e. cardboxes & cake stands)
- Comprehensive Wedding Day Management (includes supervision of wedding & reception)

# Social Event Planning

A wedding isn't the only event in one's life that deserves an elegant celebration. Anniversaries, graduations, birthdays, Bar Mitzvahs, Quinceañera–all of these can be even more meaningful when we share them with family and friends. If you're planning a celebration around a special person, occasion, or commemoration,
invite Events by Design first.

We provide a similar menu of services as a wedding, with the same expertise and keen eye for design and detail. Whether it's a large event or a small one, you'll enjoy the day even more because the particulars become our concern, not yours. Please call us to discuss your needs or for a quote today 865-296-9758!

Types of Events:
Wedding Anniversary
Birthday Party
Holiday Party
Bar Mitzvah
Engagement Party
Quinceañera
Sweet 16
Graduation Party

Services:
Planning
Vision and design
Decor
Coordination
Venue Selection