



## *From Day One*

*Starting at \$1,500*

- unlimited email availability and scheduled phone meetings
- 4 face-to-face meetings with couple throughout planning process of event
- assisting with vision for event
- requesting and negotiating quotes from vendors, including venue
- ensuring deposits and final payments for vendors are delivered on time
- constructing timeline/schedule of day of event
- being point-of-contact for vendors
- ensuring vendors are present and getting their job(s) completed
- supervising the setting up and breaking down of event

*Additional Services available (hourly rate of \$50 plus materials):*

- designing save-the-dates, invitations, decorations, name cards, event favors
- creating signs and other decorations to personalize event
- providing rentals for place settings and props
- assisting with venue and vendor selection (including venue tours, cake tasting, and florist)
- coordinating transportation and lodging

\*50% of the fee will be due at signing of contract. Remaining fee due as follows: 25% due two weeks before event and final 25% due on the day of event.

# Help Along the Way

*Hourly Rate of \$50 plus materials\**

- assisting with vision for event
- designing save-the-dates, invitations, name cards, event favors
- creating signs and other decorations to personalize event
- creating floral arrangements
- providing rentals for place settings and props

We want to ensure that no stone is left unturned and that every detail is polished to make your special day one to remember.

\*Minimum 10 hours.

# Day-Of Coordinating

*Starting at \$1,000*

*Coordination begins 4-6 weeks prior to the day of the event.*

- constructing timeline/schedule of day of event
- ensuring wedding party has what they need and are where they need to be
- being point-of-contact for vendors on day of event
- ensuring every detail is addressed
  - setting out arrangements, décor, favors and any other items that need attention
- supervising the setting up and breaking down of event

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