



Thank you for considering Spirit and Style Events for your big day! At Spirit and Style, we take great pride in making an amazing day for you and your loved ones. We know that picking a wedding planner is no easy feat, so we've compiled a list of why we are the best choice for you.

WHY CHOOSE SPIRIT AND STYLE?

***FOCUS AND TIME.** We limit the number of weddings we take on, so that we can focus on YOU! Other agencies take on several weddings at a time, and may even have two different weddings going on any given day. NOT US! We focus on your wedding and only book 2 weddings in a month! That way we can really ensure the best time and focus on your day. The last thing anyone needs is a frazzled and overwhelmed planner on their wedding day, and we promise you the best! We are also a full time event planning business. This means that we have all day every day to help focus on our clients.

***ADDITIONAL SERVICES.** We offer great incentives (some of which come included in our packages at no additional cost). We guarantee these services set us above our competition. Some examples of our additional services are as follows:

- WE ARE CURRENTLY OFFERING OUR LOWEST PRICES OF THE SEASON DUE TO OUR EARLY BIRD SALE! SEE ATTACHED PACKAGES FOR PRICING.
- The use of our **PA System** and **microphones at no additional cost** for use in ceremony or speeches. DJ's can charge several hundred dollars to set up earlier. Skip the cost and go with us instead!
- **Customized playlist for your cocktail hour.** We will make a custom list at no additional cost to you (up to 1 hour). This can also save you hundreds if you were to use a DJ for this service.
- Have a special song that is *your* song, but it just doesn't work for the beautiful wedding you'd like to have? **We will create an acoustic piece of any song of your choice, arranged specifically for a wedding processional.**
- Spirit & Style's in-house musician, Tyler, has been doing these for years and will get in the studio to create your perfect mp3 just for you. Please inquire regarding options and pricing.
- We have an In-house Officiant who can perform a variety of ceremonies. If you want, you can choose him for a discounted price to Spirit & Style couples. Of course, you are always open to use any officiant of your choosing.
- Custom Wedding Website available for your guests to view pertinent wedding details.
- COMING SOON: Photo Booth in June 2016! We will offer this service as a fraction of the cost of other photo booth rental agencies in Wisconsin.

WEDDING CONSULTATION PACKAGE INFORMATION:

A LA CARTE SERVICES: \$150 per two-hour session.

We do offer 2 hour blocks of consultation to help you locate vendors or help with some area of your wedding design. These blocks are offered at a fixed rate. Please inquire if you are looking for more focused help. We can work with you and come up with a contract to work within the areas of concern that you have! This is great for a bride that does not have a lot of money to spend but has concerns needing to be addressed. If you require more than 2 hours, we do suggest you sign up for our partial planning package, as it is more cost effective.

FULL SERVICE WEDDING CONSULTATION PACKAGE (\$3500)

EARLY BIRD SALE \$2100!

This is for a couple who would like their Spirit and Style Event Coordinator to take the lead on the planning of their big day. This is the most inclusive of all of our packages at Spirit and Style. As with all services at Spirit and Style Events, we will guarantee prompt return communication (within 24 hours, during business hours) and expedient managing of all Wedding details!

Package details:

-Couples will receive a bulleted detailed list including various vendors to fit within their budgetary needs, along with a list questions to ask each vendor.

-accompaniment to vendor meetings, as necessary and agreed upon by the couple and their event coordinator

- There will be 6 total hours of wedding planning in person meetings between event coordinators and couples for planning needs. Please note that these meetings may be combined if necessary due to time constraints. These meetings are above and beyond the agreed upon vendor meetings that your event coordinator will attend with the couple.

Complimentary Initial consult: We will meet and discuss wedding expectations, budgetary constrictions and review package details. After this is done, your style coordinator will provide you with our contract in order for you to review. Once we receive the signed contract, along with the non-refundable deposit, we will start planning specifics as soon as possible. Expect a call or email to set up the First Vendor Meeting within 48 hours of receipt of the contract and down payment of half of services.

First Vendor Meeting: The First Vendor Meeting will occur after the signed contract is returned along with 33% payment as non-refundable deposit. At this meeting, we will create a timeline for your wedding complete with deadlines for each vendor decision. We will discuss guest list and head counts, bridal party lists, reception and ceremony venue, photographer, videographer, DJ/Playlist options, other entertainment, hair salon reservations, event rental needs, and more. S&S Events will design save the dates, based on your specifications, using the agreed upon printing services to fit your budgetary needs. (please note: save the dates printing costs are incurred and paid by the couple. Addressing and labeling of save the dates and invitations are subject to an extra fee. See the Additional services section below for pricing.)

Your style coordinator will review your absolute must haves and non-negotiables for your event and work accordingly to create a perfect vision with you. After this meeting, your events coordinator will email a list of options for each vendor to fit your budget and coordinate setting up appointments for each. After choosing your venue, your events coordinator will also find hotel room blocks at three different price points for your guests and will coordinate your communication and contracts with these hotels.

Second Vendor Meeting: The second vendor meeting will be used to go through the second round of vendors. We will review such details like bridal party attire and decide on places to go for each. We will discuss any lingering needs related to photographer, save the dates/engagement sessions, videographer, catering, bartenders, decisions regarding alcohol, florists, other entertainment, rehearsal dinner/day after brunch options, invitations (date to be sent, etc.) and transportation needs. We will also discuss dates that we will send invites out by and review the save the dates that have been made. We will discuss centerpieces and whether you would like to include flowers in your table pieces. We will begin looking at centerpiece suggestions at this meeting. After this meeting, I will construct a Pinterest board just for you with ideas for centerpiece suggestions and we will discuss over the phone or email about these suggestions. We will setup your wedding website.

First Design meeting: In this meeting, we will discuss your space rental for both your ceremony and reception decor. Ideally, this meeting will occur at the reception space, so that I can work in conjunction with the event space and create a plan of design for your wedding needs. We will discuss options regarding wedding layouts of room and tables, including transitions like cocktail hour. We will lay out a timeline of the day's events. We will finalize decisions regarding color schemes at this meeting.

Centerpiece options will be discussed and inspiration boards will be reviewed. You will also receive pricing for all centerpiece ideas and I will work with your florist to see about pricing for table flower arrangements. We will review the needs for ceremony (runners, chair covers, chair rentals, lighting options, arches/canopies) and we will review needs for reception needs (table setup, chairs, table rental, linen/event rentals, lighting, dance floor needs, entertainment needs).

Final Review Design Meeting: In this meeting we will review all the ceremony and reception details and tie up any loose ends related to decor and event rental needs.

We will review the payments due and the event coordinator will provide a sheet of remaining due payments and the date they are needed to be done by.

Final Wrap Up Meeting: This will be done 30-45 days before the event date. Final payment for our services is due at this meeting in full. We will review all vendors again and discuss the rehearsal dinner specifics. We will review the day's events again and we will coordinate a plan of action regarding day of specifics. We will update the contact info for all bridal party for the day of events. We will coordinate all last minute needs and set out deadlines for different pre-wedding errands to be done (nails done, etc.)

Rehearsal: We will be there on your rehearsal to guide the bridal party through processional concerns, music cues and timing and more. This is limited to one hour, subject to availability. We will provide a schedule of events to all your guests

Remember, your event coordinator will be available during the entirety of the wedding planning process to discuss any other details via phone or email. We are here for you 100%, whether you need help planning or simply need someone to vent to on a busy or frustrating day!

PARTIAL PLANNING WEDDING CONSULTATION PACKAGE (priced at \$1500)

EARLY BIRD SALE NOW \$1200!

If you need additional help finding your aesthetic, finding your venue or choosing your vendors – we are definitely here to help! You are welcome to choose the services you need, while not paying extra for items you've got covered on your own. This is perfect for the client who needs help with selected items, but not everything or is feeling overwhelmed and needs help getting back on track. Often, clients hire us to assist with the design process, write a custom ceremony, or manage the procurement of rentals, in addition to our day of coordination services.

Package details:

- Unlimited consultations with you via telephone/email as needed.
- Assistance in budget determination and breakdown as needed.
- Up to 3 hours of professional in-person/SKYPE consultation time throughout the planning process.
- Discussion of theme, color, style and complete wedding design consultation.
- Research of wedding professionals in up to 5 vendor categories, relative to your style and budget.

- Assistance with vendor choices on up to five of the following vendor categories. This will include a list of 2-3 vendor choices for each category and a list of questions to ask each vendor.

Vendor categories (up to 5):

- photographer
- videographer
- DJ
- Live entertainment
- Ceremony Venue
- Reception Venue
- Catering/Wedding menu
 - Bartending
 - Event rental
 - Rehearsal Dinner
 - Cake/Dessert
 - Salon
 - Bridal attire

Please note: additional vendor recommendations available for extra hourly fee. Please inquire if you require more support.)

As Wedding Day Coordinator my duties include:

- Visit to both ceremony and reception sites prior to wedding
- Development of a detailed wedding timeline and floor plan for contracted vendors, along with a written out plan for all bridal party
- Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
- Wedding Rehearsal Supervision and guidance regarding processional cues, and timing of walk.

– On-site coordination and supervision at the ceremony site and during the reception for up to total of 8 hours on the day of your wedding (additional time is subject to availability, extra hourly fee, and would require amendment to this contract as per guidelines below).

DAY OF COORDINATION PACKAGES (\$1050)

EARLY BIRD SALE \$750

Package details:

- Unlimited consultations with you via telephone/email as needed.
 - Up to 2 meetings (in person or via SKYPE dependent on travel time) with your event coordinator prior to wedding
- Assistance in budget determination and breakdown as needed.

As Wedding Day Coordinator my duties include:

- Visit to both ceremony and reception sites prior to wedding
 - Development of a detailed wedding timeline and floor plan for contracted vendors, along with a written out plan for all bridal party
 - Follow up telephone calls to all contracted vendors 1 – 2 weeks before wedding day
 - Wedding Rehearsal Supervision and guidance regarding processional cues, and timing of walk (subject to availability).
 - On-site coordination and supervision at the ceremony site and during the reception for up to total of 10 hours on the day of your wedding (additional time is subject to availability, extra hourly fee. Additional assistants billed at \$25 an hour)
 - Set up of all reception and ceremony needs.
 - Wedding guide for bride and groom prepared to help prepare for day's events with tips and tricks for all bridal party.
- We also do create custom packages, so if you are wanting something different, please don't hesitate to ask!