

Elyse EVENTS



PACKAGE #1: FULL PLANNING & DESIGN

Starts at \$9,500

This package is for the couple who would like complete assistance with the design, planning, and coordination of their wedding. Planning your wedding is an amazing experience, but it's also a ton of work! This package allows you to be fully guided by a professional throughout the entire planning process, so you can ensure every aspect of your day will be flawless!

Included in this package, we will provide the following services:

- Complete, step-by-step wedding planning and design from the time of booking.
- Complete access to our online wedding planning software (checklists, calendar, timeline, design studio, guest list management, layout, seating, vendor contacts, budget).
- Collaborate on a design board together with suggestions on color scheme, florals, décor, rentals, etc.
- Submit a comprehensive rentals list to your rental company.
- Thoroughly review all vendor contracts and agreements entirely prior to booking vendors.
- Communicate directly with all vendors and serve as their point of contact.
- Handle all appointment scheduling for your vendor meetings.
- Send you reminders for all important events and due dates throughout the planning process.
- Provide updates on the status of your wedding throughout the planning process.
- Track wedding guest responses (if requested).
- Unlimited phone calls, texts, and emails from the time of booking (during normal business hours).
- Perform an initial walk-through of the venue to discuss the flow of the wedding.
- Provide an initial wedding budget allocation sheet, based on your overall target budget.
- Lead your design appointment where we design your tablescapes and choose your rentals.
- Create a professional, to-scale layout of your ceremony and reception.
- Accompany you to your menu tasting to discuss the details regarding your dining service.
- Accompany you to your cake/dessert tasting (if requested) to discuss the details.
- Recommend personally selected vendors just for you, based on your wedding style and budget.
- Pre-screen vendors to ensure they are available on your wedding date.
- Create a detailed master timeline for your wedding, as well as individual timelines for vendors.
- Give professional advice, expertise, and support on all wedding-related matters.
- Perform a final walk-through of the venue to review your wedding logistics and layout.
- Create a packet with detailed information for the entire wedding.
- Confirm responsibilities and arrival times with all vendors.
- Coordinate the wedding rehearsal.
- Coordinate the entire wedding day from start to finish.
- Provide at least 2 additional team members on the wedding day.
- Oversee vendor arrival, setup, services, and cleanup.
- Set up and style all decor (favors, name cards, programs, photos, dessert table, etc.).
- Ensure that all table settings are consistent and presented well.
- Keep you and your wedding party happy.
- Help keep wedding set to established timeline.
- Serve as the point of contact on your wedding day for vendors, family members, & guests.
- Help with setup and breakdown of your decor.
- Store all of your decor and all gifts in the agreed-upon location.
- Distribute final payments/gratuity to vendors.
- Provide our wedding day emergency kit.



VALUABLE SERVICES YOU ONLY GET WITH PACKAGE #1!

PACKAGE #2: PARTIAL PLANNING & DESIGN

Starts at \$6,500

This package is for the couple who is a little more hands-on with regards to design and planning, but still needs some professional expertise, recommendations, and coordination to bring it all together. You will get to do your own thing, but also know that you have professional support throughout the journey.

Included in this package, we will provide the following services:

- Give professional advice, expertise, and support on all wedding-related matters from time of booking.
- Unlimited phone calls, texts, and emails from the time of booking (during normal business hours).
- Four in-person meetings (venue walkthrough, design appointment, menu tasting, & dessert tasting).
- Provide assistance and recommendations with regards to design.
- Recommend personally selected vendors just for you, based on your style and budget.
- Pre-screen vendors to ensure they are available on your wedding date.
- Thoroughly review all vendor contracts and agreements entirely.
- 30 Days of in-depth coordination leading up to your wedding.
- Collect wedding info, troubleshoot potential issues, and correct them if necessary.
- Serve as a point of contact for you and your vendors within that 30-day period.
- Perform a final walk-through of the venue to review your wedding logistics and layout.
- Create a detailed master timeline for your whole wedding.
- Create a professional, to-scale layout of your ceremony and reception.
- Review your rentals list and help determine appropriate order.
- Create a packet with detailed information for the entire wedding.
- Communicate with all vendors to confirm responsibilities and arrival times.
- Assist with any last-minute details.
- Coordinate the wedding rehearsal.
- Coordinate the entire wedding day from start to finish.
- Provide at least 2 additional team members on the wedding day.
- Oversee vendor arrival, setup, services, and cleanup.
- Set up and style all décor (favors, name cards, programs, photos, dessert table, etc.).
- Ensure that all table settings are consistent and presented well.
- Keep you and your wedding party happy.
- Help keep wedding set to established timeline.
- Serve as the point of contact on your wedding day for vendors, family, & guests.
- Help with setup and breakdown of your décor.
- Store all of your décor and all gifts in the agreed-upon location.
- Distribute final payments/gratuity to vendors.
- Provide our wedding day emergency kit.
- UPGRADE: Complete access to our online wedding planning software (checklists, calendar, timeline, design studio, guest list management, layout, seating, vendor contacts, budget) for just \$1,000 more!

INTERESTED IN OUR ALL-INCLUSIVE MINI WEDDINGS? PLEASE ASK FOR DETAILS!



HEY, IT'S ELYSE!
LET'S DO THIS!
XOXO