



	FULL DESIGN, PLANNING & COORDINATION	PARTIAL PLANNING & COORDINATION	DAY-OF COORDINATION
What's Included	\$2,500	\$1,500	\$1,050
PRE-WEDDING			
Initial consultation meeting/call with couple to gather information	X	X	X
Unlimited email access to your planner	X	X	X
Vendor Recommendations	X	X	
Assistance with determining color scheme, theme, and style of wedding	X		
20% discount to any product in the Popped Shop	X	X	X
Rental of Popped Shop décor at 75% off retail price	X	X	X
Assistance with concept design of floral, linen and other decor	X		
Prepare estimated budget & guide couple to ensure they remain on budget	X		
Assist in venue meetings when available	X		
Vendor communication	X		
Pre-event site visit to venue	X	X	X
Assist in venue floor plan and layout	X	X	
Bridal party checklists	X		
Development and management of wedding day timeline for bridal party and vendors	X	X	X
Scheduling and coordination with vendors on arrival times, set up details, event logistics and all timeline specifics	X	X	X
Confirm vendors one week before wedding day	X	X	X
Review all pre-existing vendor contracts	X	X	
Final walk through meeting	X	X	
1 hour wedding rehearsal coordination	X	X	X
WEDDING DAY			
Up to 12 hours onsite coordination	X		
Up to 10 hours onsite coordination		X	X
1 Wedding Coordinator on site	X	X	X
Bride and Groom Emergency Kit	X	X	X
Assist with and oversee design and setup	X	X	X
Set up any personal decor	X	X	X
Distribution of bouquets and/or pinning on of boutonnieres and corsages	X	X	X
Bustling wedding dress after ceremony	X	X	X
Line up and cuing of bridal party and musicians during the ceremony	X	X	X
Instruct ushers on family seating and timing	X	X	X
Assist bridal party to reception	X	X	X
Greet guests at reception and offer any necessary directions or instructions	X	X	X
Coordinate bridal party entry and lineup for announcements at reception	X	X	X
Maintain and coordinate the agenda and timeline of the evening (toast, first dance, cake cutting, bouquet toss, etc.)	X	X	X
Provide bride and groom VIP services	X	X	X
Cue bride and groom, bridal party and parents for special events	X	X	X
Coordination of grand exit	X	X	X
Deliver final payments and tips to vendors	X	X	X
Arrange for gifts and ceremony/reception items to be moved from reception to designated car	X	X	X

A La Carte services are available as an "add-ons" to any package



A La Carte Services

The following services are available as an “add-ons” to any package

	<u>Price</u>	<u>Notes</u>
Hourly consultation services	\$50	Per hour
Additional onsite coordinators	\$25	Per hour Per additional coordinator
Additional hours of coordination	\$50	Per hour
**Additional pre-event site visits to venue	\$25	Per hour
Attend vendor meetings	\$25	Per hour
Venue research and scouting	\$300	Flat rate
Development and management of wedding budget	\$400	Flat rate
Create a calendar for vendor payments	\$150	Flat rate
Send ongoing reminders for contract deadlines, payments and wedding timeline	\$350	Flat rate
Scheduling fittings, tastings and vendor appointments	\$25	Per appointment
Assistance with wedding and gift registry	Pricing by request	
Creation and maintenance of personalized wedding website	Pricing by request	
*Create and/or distribute customized hospitality gift bags	Pricing by request	
*Custom crafting services	Pricing by request	
*Customized signs	Pricing by request	
*Seating chart layout design and printing	Pricing by request	
*Assembly of guest favors	Pricing by request	
*Design and assembly of children’s activity packs	\$25	Per 5 packs
*Assembly of invitations	\$150	Per 100 invitations
*Assistance with invitations and save-the-dates with access to Popped's vendor discounts	Pricing by request	
*Assistance with designing and printing programs, menus and other paper goods	Pricing by request	
RSVP follow up and management	\$3	per guest
Special wedding weekend event planning such as spa day, wine tour, golf outing, etc.	Pricing by request	
Custom weekend itinerary with extensive detail of each activity	Pricing by request	
Rehearsal dinner planning	Pricing by request	
Rehearsal dinner coordination	\$50	Per hour
Day-after brunch planning	Pricing by request	
Day-after brunch coordination	\$50	Per hour
Transportation arrangement and coordination	Pricing by request	
Hotel arrangements for out of town guests	Pricing by request	
Honeymoon planning and arrangements	Pricing by request	

*Cost of materials not included

**Travel costs may apply per your contract