



J. CLOSS
WEDDINGS & EVENTS

*Wedding Planning
Event Design
Destination Weddings*

J.CLOSS EVENTS CORP.

Orlando, FL | Los Angeles, CA - +1(407) 721-6595 | +1 (407) 502-9747



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Event Planning • Design • Destination Weddings

J. Closs Events

Graduated in Event Planning and Event Design in Brazil, the owner **Janine Closs** works with exquisite events for more than 10 years in Brazil and recently brought to Central Florida and California.

Janine Closs grew up in a family who admires the beauty and the art of celebrating. From an early age she showed talent for detailed planning and design of social gatherings. In her respected executive career, she coordinated countless corporate events and then also began to facilitate weddings around the world as Italy, Uruguay, Brazil, United States and more.

She and her amazing business partner and tremendously talented - Milena Castilhos, are specializing in **Event Planning, Event Design** and **Destination Weddings** worldwide.

The company focuses on pulling together the expertise of performing luxury events in different sceneries with the vision and professionalism brought from Brazilian Parties, one of the world's most respected bridal industry brands.

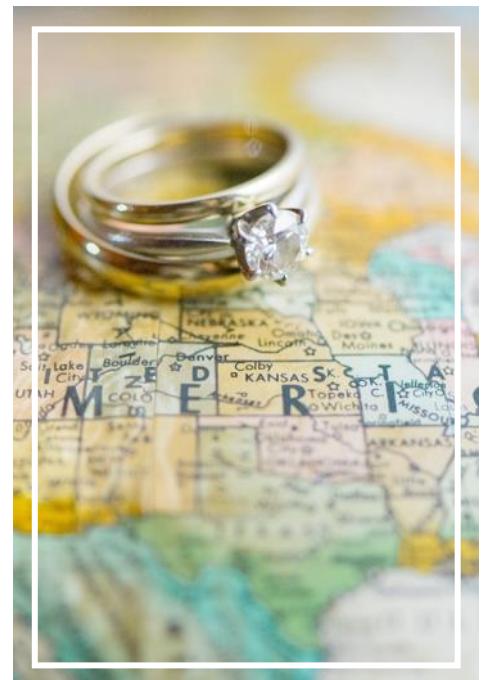
Our services are:

WEDDING / EVENT PLANNING

(Full or Partial Planning, Day of Wedding, Ceremony)

EVENT DESIGN AND DECOR

DESTINATION WEDDING



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Wedding Planning Packages



Planning, organizing and designing every little detail of your unique wedding vision will take a tremendous amount of time and talent.

The secret to a successful – and stress-free – wedding is hiring the right key players.

We are here to guide you in the planning process and to carry out your vision on the event day. We have endless resources to find the most reliable vendors in the industry, plan the perfect day and the most spectacular locations.

Since search for the perfect venue, find great vendors and orchestrate every single detail, we'll do all the magic needs to make your event memorable and unforgettable.

Because every one of our couples are so incredibly unique, we customize our packages just for you!

Full Planning - \$ 3800 (up to 100 guests)

This package is for the couple who wants to enjoy the wedding planning process but at the same time get all the help that they may need.

- ♥ Wedding Planning, Consulting and Management
- ♥ Budget Construction and Analysis
- ♥ Vendor Recommendations
- ♥ Production of a Detailed Wedding Day Itinerary Manage the flow and timing of ceremony and reception
- ♥ Collect Quotes and Review Vendor Contracts
- ♥ Rehearsal Coordination. Organize and Structure Wedding Processional.
- ♥ Assistance with stationary wording
- ♥ Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- ♥ Detailed final timeline sent to wedding vendors one week prior to your wedding date
- ♥ Available up to 15 hours on Wedding day.
- ♥ One assistant coordinator
- ♥ Set up all the reception décor not handled by a specific vendor (i.e., favors, menus, candles, cake knife, toasting flutes, escort and place cards, gifts, table design, etc.)
- ♥ Collect/Coordinate final payments for specific vendors
- ♥ Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)
- ♥ Assist photographer with bridal party and family photos
- ♥ Collect / Coordinate final payments or gratuity to your vendors
- ♥ Unlimited Client / Planner Meetings
- ♥ Attendance to all Vendor Meetings
- ♥ Contract Review and Negotiation
- ♥ Coordination of Additional Weekend Activities such as Golf, Bridesmaid Luncheon, or Spa Apts.
- ♥ Venue research, selection and schedule site visits after understanding your vision, style and budget. J. Closs will assist with securing and finalizing the details once you've chosen your perfect wedding location.
- ♥ Negotiate special hotel rate for out of town guests.
- ♥ Assistance in arranging all transportation needs, favor assembly (not including cost of supplies)
- ♥ Assemble and deliver welcome baskets/gift bags (not including cost of supplies)
- ♥ Research activities and special events for out of town guests.
- ♥ Rehearsal dinner location research, selection and coordination.
- ♥ Set out all ceremony, cocktail hour, reception items and materials
- ♥ Review of Banquet Event Orders (BEO)

Partial Planning - \$ 2,800 (up to 100 guests)

This package is for the couple that has already done some of the planning but would also like some assistance in choosing reputable vendors and a little guidance on how to design their event as well as coordination to keep things organized and running smoothly.

- ♥ Wedding Planning, Consulting and Management
- ♥ Vendor Recommendations
- ♥ Production of a Detailed Wedding Day Itinerary
- ♥ Collect Quotes and Review Vendor Contracts
- ♥ Rehearsal Coordination. Organize and Structure Wedding Processional.
- ♥ Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- ♥ Detailed final timeline sent to wedding vendors one week prior to your wedding date
- ♥ Manage the flow and timing of ceremony and reception
- ♥ Available up to 12 hours on Wedding day.
- ♥ One assistant coordinator
- ♥ Set up all the reception décor not handled by a specific vendor
- ♥ Collect/Coordinate final payments for specific vendors
- ♥ Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc. (prior to wedding or day of rehearsal)
- ♥ Line up and cue Bride, Groom and wedding party for Grand Entrance and assist band or DJ in cueing important events (i.e., grand entrance, parents dances, cake cutting, bouquet toss, etc.)
- ♥ Assist photographer with bridal party and family photos
- ♥ Collect / Coordinate final payments or gratuity to your vendors
- ♥ (4) Client / Planner Meetings
- ♥ (5) Vendor meetings for the wedding planner to attend in the categories of your choice: DJ; Florist; Caterer, etc.
- ♥ Assistance in arranging all transportation needs, favor assembly (not including cost of supplies)
- ♥ Oversee decor + decor setup
- ♥ Set out all ceremony, cocktail hour, reception items and materials
- ♥ Review of Banquet Event Orders (BEO)

Day Of Wedding - \$ 1,200 (up to 100 guests)

This package is for the couple that has realized last minute they need someone to help coordinate their special day without having to worry.

- ♥ Two Client / Planner Meetings beginning one month prior to your Wedding
- ♥ Production of a Detailed Wedding Day Itinerary
- ♥ Review Vendor Contracts
- ♥ Rehearsal Coordination
- ♥ Detailed final timeline sent to wedding vendors one week prior to your wedding date
- ♥ Up to 9 hours of onsite directing/coordination for wedding, rehearsal + reception
- ♥ One assistant coordinator
- ♥ Manage the flow and timing of ceremony and reception
- ♥ Distribute extremely detailed wedding day itinerary to wedding party, family and attendants
- ♥ Collect/Coordinate final payments for specific vendors
- ♥ Collect wedding day items such as marriage license, guest signing item, cake knife, cake topper, toasting flutes, favors, candles, programs, place cards, etc (prior to wedding or day of rehearsal)
- ♥ Line up and cue Bride, Groom and wedding party for Grand Entrance and assist band or DJ in cueing important events (i.e., grand entrance, parents dances, cake cutting, bouquet toss, etc.)
- ♥ Assist photographer with bridal party and family fotos
- ♥ Collect / Coordinate final payments or gratuity to your vendors

Ceremony - \$ 800

This package is for the couple who wants coordination exclusively for their ceremony. We will plan, coordinate, organize your ceremony space and all the details regarding Wedding ceremony etiquette.

- ♥ 1 Hour Consultation prior to Wedding
- ♥ Find the Perfect Officiant
- ♥ Organize + Structure Wedding Processional
- ♥ Confirmation of vendor arrangements
- ♥ Up to 6 hours of onsite coordination
- ♥ One assistant coordinator
- ♥ Manage the flow and timing of ceremony
- ♥ Distribute extremely detailed ceremony itinerary to wedding party, family and attendants
- ♥ Collect/Coordinate final payments for specific vendors (ceremony)
- ♥ Collect wedding day items such as marriage license, guest signing item, programs, place cards, etc
- ♥ Assist photographer with bridal party and family fotos

Event Design



This service focuses on pulling together the overall look of the day, like an interior designer for your event, to bring your vision to life.

An Event Designer's job is to create a complete vision, making sure the event is cohesive while sticking with the aesthetic. The idea is to develop and execute the "theme" of your event from start to finish. This progression brings together the overall look and feel, which contributes to you and your guest's experience.

If you're looking for someone to help make your vision a reality, we are is what you're looking for!

Since help in creating the visual communication of invitations and all stationary paper, we bring together the elements that will build a unique theme idea or concept, to make your reception looks amazing. We borrow all the taste and talent to your event for choosing the color palette and décor that will surprise you and your guests.

The Project's fee start at \$ 1.000.

Destination Wedding



If you're looking for a unique way to say "I do" while surrounded by your closest friends and family members, a Destination Wedding in a romantic and paradisiac location is ideal. And the most memorable!

Having a Destination Wedding allows you to exchange vows in a stunning paradise. Whether you envision your ceremony on a white-sand beach, in a charming Italy landscape, the luxury of the French palaces or within a blooming garden, the options for Destination Weddings locations are as limitless as your imagination. Furthermore it can be even less expensive than traditional celebrations.

We have more than 5 years of expertise in dream weddings, and a Destination Wedding is most successful when planned by an expert team who can assist you with the considerable planning and research that it takes.

For coordination services in Destination Weddings, a meeting with the bride and groom will be needed to build the ideal quote. Please contact us to build together your Wedding of your dreams.



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