

FULL SERVICE PLANNING

Starting at \$4500 for the first 100 guest décor included in price!

Full Service Wedding Coordination packages are for the couple who want a full-time professional overseeing every aspect of their wedding day or weekend. This service is catered to busy couples who want their ideal wedding, but may not have the time to plan and execute their vision while keeping their day job. This package includes (but is not limited to) assistance with:

- Complimentary One Hour Consultation to Discuss Design and Budget
 - Budget Template
 - Personal Vendor Referral List according to your Needs After First Meeting
 - Month by Month Timeline Designed to Assist You at the Start of Your Planning
 - Wedding Day Design Guidance
 - Negotiation of Vendors
 - Wedding Planning Organization Templates to Assist You
 - Unlimited Meetings with Couple
 - Unlimited Communication via Email and Phone
 - Assigned Events Coordinator(s) for Your Wedding Day
 - 8 hours on Wedding Day with the Coordinator(s) (additional hours available for fee)
 - Review Vendor Deposits & Payments Due
 - Transportation Coordination
 - Guest Gift Basket Coordination & Delivery with Wedding Agenda
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- Room Block Coordination
 - Marriage License Information
 - Seating Chart and Floor Plan Design
 - Venue Liaison & Review Banquet Event Orders
 - Relay Final Head Count
 - Up to Two One Hour Site Inspections at Ceremony and Reception venue (mileage invoiced at .55 per mile separately)
 - Personalized Timeline of Scheduled Wedding Events
 - Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
 - Ceremony Rehearsal Coordination up to 1 ½ hours
 - Bride and Groom “Good Morning” Check-in Call
 - Location Set-Up & Coordination of Vendors
 - Guest Coordination and Assistance
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- Procession and Recession Coordination
 - Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
 - Distribute Final Payment & Gratuities to Vendors (paid by client)
 - Location Set-Up & Coordination of Vendors
 - Guest Coordinator and 3 Assistants

- Grand Entrance/ Departure Coordination
- Post Reception transportation

Décor package included:

BEFORE “I DO”

- Complimentary initial consultation to find out what your vision is (and how we can make it happen)
- One tour of your venue space to collaborate ideas and get the design ideas started
- Creation of decor plan based on your vision
- Final Meeting one month before wedding

CEREMONY

- Backdrop / Arch decorations and rental for ceremony
- Decorated signing table
- White Aisle Runner

RECEPTION

- Backdrop for Wedding Reception
- Decorated Guest Book/Gift Table
- Decorated Cake Table
- Monetary Box
- Seating Chart Stand / Easel OR Welcome Sign

ALSO INCLUDES

- Styling and set up of all decor items included above
- Take down of all decor items
- Round-trip delivery of all decor item
- Assistance creating wedding day itinerary
- Wedding Aisle Decor (Chairs or pews)
- Table Linens for 10 guest tables (can add more for an additional cost)
- 10 floral centerpieces for guest tables (can add more for an additional cost if flowers are real)

*All Inclusive Decor Packages can be customized to add on extras such as lighting, unique seating for guest and couple and bridal accessory packages.

PARTIAL PLANNING

Starting at \$2500

This package is designed for couples who only needs some assistance during their planning process or assistance only during the last two months of their wedding planning (the busiest time). We can help you complete the event design that compliments your vision and budget.

- Complimentary One Hour Consultation to Discuss Design and Budget
- Wedding Day Design Guidance in Areas You Still Have Left to Complete
- Services Can Begin as Little as Eight Weeks Prior to Wedding Date
- Events Coordinator and/or One Assistant on Your Wedding Day
- A One Hour Site Inspection at Ceremony and Reception venue
- Personalized Timeline of Scheduled Wedding Events
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Unlimited Communication Via Email or Phone
- Ceremony Rehearsal Coordination up to 1 ½ hours
- Location Set-Up & Coordination of Vendors
- Up to 10 Hours of Wedding Day Coordination (additional hours available for fee)
- 1 Guest Coordinator and Assistant
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Grand Entrance/ Departure Coordination
- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Post Reception Clean-up (secure personal items, facilitate transportation,

MONTH OF COORDINATION

Starting at \$1800

Couples often realize that the most stressful time in their planning is the month before their wedding when guest numbers need to be finalized, menus need to be confirmed, timelines need to be created, final payments are due, delivery schedules coordinated, and the list goes on. This package is for you if you want to ensure that the special day you have planned is perfectly executed so you can relax and focus on celebrating with your loved ones.

After a complimentary initial meeting, I'll join you in your journey mere weeks away from your wedding to help tie up loose ends, create a comprehensive day-of timeline and make sure all parties involved including your contracted vendors are up to speed on the details.

Together, we'll visit and review your ceremony and reception sites. We'll gush over all the amazing details you've planned and how I can ensure everything is implemented according to your vision.

I'll be onsite to coordinate your rehearsal, ceremony and reception to ensure your day is executed seamlessly. And you can breathe easy knowing that I have it all under control.

Includes:

- Unlimited phone and email communication leading up to your wedding
- Creation of a detailed day of timeline and event production schedule
- Vendor contract review

- Vendor confirmation the month prior to your event
- Site walk-throughs with on-site coordinator to discuss event details
- Finalizing all floorplans, menus, and venue specific logistics
- Supervision of wedding rehearsal, ceremony set-up and reception set-up
- One coordinator and assistant
- Management and coordination of vendors, timeline, logistics, bridal party, guests and last-minute changes
- Final payment and gratuity distribution
- Up to 10 hours of coordination on your wedding day (additional hours for a fee)
- A professional assistant on the wedding day at no extra cost

DAY OF COORDINATION

Starting at \$850

This package is designed for the couple who have completed all their wedding plans and want a professional to execute these plans on their wedding day. Our day of wedding planning service begins two weeks out.

We tie any loose ends so you will be at ease. We will conduct the ceremony and reception according to your plans and specifications so that your special day is flawless. On your wedding day, we will be your direct line of communication for family, the wedding party, guests and vendors. Our team will communicate with and guide your vendors for set up according to your timeline.

- Complimentary 1-hr Consultation to Wrap Up Details
 - Personal Vendor Referral List According to Your Needs After First Meeting
 - Wedding Day Design Guidance
 - Services Begin 2 Weeks Prior to Wedding Date
 - One Events Coordinator and One Assistant on Your Wedding Day
 - A One Hour Site Inspection the Week of Your Wedding
 - Wedding Planning Organization Templates to Assist You
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- Timeline of Scheduled Wedding Events
 - Final Calls the Week of Wedding to Vendor List and Services
 - One Hour Ceremony Rehearsal
 - Location Set-Up & Coordination of Vendors
 - Up to 8 Hours of Wedding Day Coordination (*additional hours available for fee)
 - Procession and Recession Coordination
 - Guest Coordination and Assistance
 - Location Set-Up & Coordination of Vendors
 - Distribute Final Payment & Gratuities to Vendors (paid by client)

DESTINATION WEDDING PACKAGE

Starting at \$2000

Whether you are too busy with work or just need the help with dealing with those on “island time” or international vendors that work at a different pace than you are used to – we offer consultation hours to help with the planning of your destination wedding.

These packages are a little different than our other wedding day coordination packages as we will allocate a set number of hours to complete the tasks needed to help you plan the perfect destination wedding weekend.

- Create a wedding website for their guests to get all the pertinent wedding information like hotel booking, country and travel regulations, wedding day details, etc.
- Handle the shipping and transportation of wedding items to and from the wedding location.
- Work directly with your destination venue contact and ensure clear communication and execution.
- DIY projects to add a little personalization to the wedding. We can give ideas to add some flair to your big day without breaking the bank!
- Help with Save the Dates: order, assemble and mail.
- Help with Invitations and email communications for local and international guests.
- Create a detailed wedding timeline for both the bridal party and vendors for day of ~ we keep everyone in check!
- Help produce an overall logistics game plan for having a wedding on a large property resort.
- A lot of our brides find these consultation hours super valuable as it gives them the help, they need to make the perfect destination wedding all come together.

Should you need or want your Destination Wedding Planner/Coordinator to be on site for your big day, we can do that as well and here is how it works.

- All travel, accommodations and food must be paid for by the client. Travel day fees may apply.
- The Day of the Wedding Coordination Price – \$750.00 Main Coordinator for up to 12 hours of on-site service.
- Any additional days needed on site before or after the actual wedding day price is \$250 per coordinator, per day — up to 6 hours of on-site service

A LA CARTE WEDDING PACKAGES / SERVICES

Starting at \$ 1000

Researching and selecting the right wedding venue can be hard, along with finding the perfect wedding vendors to go along with it. Add our Venue Scouting & Procurement Component to any of our wedding coordination packages and let us take some of that planning stress when it comes to finding the right wedding venue!

This package includes the following services:

- Wedding venue search and recommendations — We will find the right venue for you! We will provide the top 5 venues based on your wants, needs and budget.
- We will visit and tour each site, meet with venue manager and get information packets for your review. Guest capacity, catering options, ceremony location and hotels nearby are discussed during our meeting.
- We will set up viewing appointments of the venues you are interested in allowing you to sit face to face with the venue and go over contract options. Wedding Vendor Services Research and Recommendations — Let us help you hire the perfect wedding vendor for your big day. We have a great database of amazing vendors we have worked with and recommend.
- If you need a specific vendor — We will do the research and find them for you based on your needs.

- We will gather and provide all the important information about that vendor to you to help you make the right decision to hire.

Micro wedding package up to 50 people starting at \$2500 with catering included

If you are looking for something little but elegant a micro wedding might be for you. At Hott Creations we can offer you a one- of- a kind exclusive micro wedding experience designed by our finest wedding professionals. Our event designers will coordinate every aspect of your Micro Wedding day, from your ceremony to cake cutting. Your wedding will feel spontaneous, effortless, and stress free so you can relax and enjoy the moment.

As simple as the courthouse, but a big step up in style! These packages include:

- Complimentary One Hour Consultation to Discuss Design and Budget
- Wedding Day Design Guidance in Areas You Still Have Left to Complete
- Services Can Begin as Little as Eight Weeks Prior to Wedding Date
- Events Coordinator and/or One Assistant on Your Wedding Day
- A One Hour Site Inspection at Ceremony and Reception venue
- Personalized Timeline of Scheduled Wedding Events
- Contact and Confirm All Hired Vendors and Distribute Wedding Agendas to Each Vendor
- Unlimited Communication Via Email or Phone
- Ceremony Rehearsal Coordination up to 1 ½ hours
- Location Set-Up & Coordination of Vendors
- Up to 8 Hours of Wedding Day Coordination (additional hours available for fee)
- 1 Guest Coordinator and Assistant
- Procession and Recession Coordination
- Handle All Personal Items for Ceremony & Reception (guest book, toasting flutes, favors, etc.)
- Grand Entrance/ Departure Coordination
- Guest Coordination and Assistance
- Location Set-Up & Coordination of Vendors
- Distribute Final Payment & Gratuities to Vendors (paid by client)
- Post Reception Clean-up (secure personal items, facilitate transportation,

Catering packages include: We offer formal-style catering for up to 30 guests. Share your favorite dishes and most cherished food moments with our culinary team No matter what you're looking for, we'll work with you to create a menu that represents your vision for the day—and take care of every detail, so you can focus on enjoying yourself.

Intimate event package up to 20 people prices starting at \$1000

Intimate Weddings are about family — the one you're born into; the one you join by marriage; the one you create as a couple. At Hott Creations, we want to be an important part of your love story. Your family story. Because once we execute your beautiful wedding you become part of our story too.

What's special about Intimate Weddings by Hott Creations? Your exclusive access to our dedicated team of experts, from your ceremony and flowers to your photographer and your delicious feast, our team will take care of all the details so you can relax and enjoy your special day!

BABY SHOWER PACKAGE

Starting at \$700 for the first 40 guest

Allow us to plan a detailed event for you and your closest friends and family. We want you to share your ideas with us so that we can create a memorable event that you can enjoy, while we take care of all the planning and coordination details.

This package includes:

- Complimentary Initial consultation
- 5 one-hour planning meetings (with vendors present as needed)
- Custom printed materials for up to 40 guests (Invitations, Menu Cards, Themed Games) *
- 1 decorated table with tablecloth and décor for gifts
- 1 cake table decorated with tablecloth
- 8 hours of design & styling, with one of our Directors of Design*
- A final walk through at the venue(s) with the appropriate vendors
- Decorated head table & chair(s) for guest(s) of honor
- Custom designed candy & sweets buffet for guests; with custom favor bags

KIDS PARTY PACKAGE

Starting at \$600

- Up to 20 kids
- 30 Minute Consultation to discuss party details
- Day of Coordinator(s) onsite during the party
- 3hrs of party time
- Party Time Line
- Party Design
- Set Up and Breakdown of the event
- Party Related Activities
- Dessert Table- Includes theme cake, 4 confections, candy and personalized backdrop
- Personalized welcome sign, party hats, favor tags, birthday banner and personalized water bottle labels
- Theme Invites
- Up to 10 Theme Centerpieces

- Coordinating transportation and lodging
- Assisting with seating chart
- A customized itinerary for day of event
- A final walk through at the venue(s) with the appropriate vendors
- 8 hours on-site full-service coordination the day of the event (2 staff present)
- Coordinating all final payments to vendors

GENERAL CORPORATE EVENT PLANNING PACKAGE

This is for our corporate clients who want help from start to finish. Full-service packages are all-inclusive – they capture all the services we offer – design and extensive planning of the entire event as well as day-of-coordination. This package is one in which you want us to be involved every step of the way.

For an all-inclusive design, planning, and coordination experience, packages begin at **\$5,000**.

This option is more appropriate for larger-scale, more elaborate events, requiring an extensive amount of planning time and/or an event with a sizeable number of invited guests.

Typically, the planner will spend approximately 50 hours planning an event for clients who choose this package. (* For a less time intensive-planning event, packages begin at **\$2,599**.

Typically, the planner will spend approximately 35 hours planning an event for clients who choose this package.) Additional planning hours are billed at a discounted rate of \$75/hour.

(Please note that the quoted price is for Hott Creations services only; it does not reflect the cost of services from other vendors you choose (e.g., venue, decor, catering, music, etc.). No matter which package you choose, we will determine your financial plan in our first meeting and commit to helping you secure the perfect vendors (and speakers, if applicable) within your overall budget. For fundraisers, we will work to create a plan to balance the costs of the event with fundraising goals. Any of our packages can also be adjusted and customized to meet your needs – just ask and we will put something together that works just for you.

For an all-inclusive event package, we help you with any or all the following:

- Coordinating with the client and other contacts on all aspects of the event
- Helping the client write/rehearse toasts, and/or other special speeches
- Venue selection for festivities
- Selecting a unique theme or style
- Overall décor including florals and lighting, floor plan and layout
- Caterer; Food, beverage, cake and dessert selection; Tastings
- DJ, band or other entertainment; Music selection; Helping pick special songs
- Working with choreographer and arranging for rehearsal of the choreographed dances, if applicable
- Photographer; Videographer; Creating photomontage or introductory video
- Transportation and lodging
- Guest list management; Seating chart assistance
- Save-the-dates, invitations, place cards, event website, menus, table numbers, event programs, party favors, information sheets, hotel welcome bags
- Addressing and mailing save-the-dates, invitations, and event thank you's
- Choosing attire and assistance with fittings (if applicable)

- Coordinating all spa, hair, makeup appointments (if applicable)
- Guest activity research and coordination
- Childcare services coordination (if desired)
- Creating and managing event timeline
- Contract negotiation with all vendors
- Confirmation with all vendors two weeks and one week before the event
- On-site event day coordination with your planner and an additional assistant, if desired (set-up and wrap-up of ceremonies and reception)
- Budget management and coordination of final payments to vendors

For fundraisers, we also include:

- Investigate need for any special permits, licenses, insurance, etc.
 - Ascertain sponsors and donors and confirm their contributions for fundraisers
 - Work with a specialized marketing team to create a marketing campaign for fundraisers
 - Develop a plan for the sale of tickets or collection of donations for fundraisers
 - Manage event volunteers or staff, providing specific roles for them
 - Additional assistant(s), if desired *
 - Create and manage event website *
 - Creating photomontage or introductory video *
- * Additional cost for these aspects

Hott Creations Décor Packages

Silver Package

Starting at \$1800

BEFORE “I DO”

- Complimentary initial consultation to find out what your vision is (and how we can make it happen)
- One tour of your venue space to collaborate ideas and get the design ideas started
- Creation of decor plan based on your vision
- Final Meeting one month before wedding

CEREMONY

- Backdrop / Arch decorations and rental for ceremony
- Decorated signing table
- White Aisle Runner

RECEPTION

- Backdrop for Wedding Reception
- Decorated Guest Book/Gift Table
- Decorated Cake Table

- Monetary Box
- Seating Chart Stand / Easel OR Welcome Sign

ALSO INCLUDES

- Styling and set up of all decor items included above
- Take down of all decor items
- Round-trip delivery of all decor items

Gold Package

Starting at \$3000

INCLUDES EVERYTHING IN THE SILVER PACKAGE PLUS

- Assistance creating wedding day itinerary
- Wedding Aisle Decor (Chairs or pews)
- Table Linens for 10 guest tables (can add more for an additional cost)
- 10 floral centerpieces for guest tables (can add more for an additional cost if flowers are real)

Platinum Package

Starting at \$5000

INCLUDES EVERYTHING IN THE GOLD PACKAGE PLUS

- Month-of-Coordination – A wedding coordinator will be assigned to help you in the month leading up to your wedding. She will arrive 1 hour prior to your wedding ceremony and coordinate your entire wedding day
- Wedding Coordinator will attend your wedding rehearsal
- 2 large floral arrangements for ceremony (can be used again in reception)
- Vintage Dresser or table to be used for cake table / sweet table
- Bridal Party Floral Package. Includes:
 - Bridal Bouquet
 - Bridesmaids Bouquets (5)
 - Boutonniere (8)
 - Corsages (2)

*All Inclusive Decor Packages can be customized to add on extras such as lighting and making favors