



Comprehensive Planning and Design

For the couple who is excited to host an amazing event but wants someone else to handle the details. With your input, we will manage every aspect of the planning process from the initial concept and design to the complete event management and final execution. We'll help you develop the look of your event, stay within budget, choose vendors and save both time and money along the way.

We customize our packages for each client - this is an example of the comprehensive planning and design package.

Pricing based on size and complexity of event. Please contact us for a complimentary consultation.

- In depth consultation at signing of contract
- Unlimited meetings, email and phone correspondence after signing contract
- Shared folder access and Pinterest board
- Assistance with concept and design
- Budget maintenance
- Research, recommend and guide venue options for rehearsal dinner, ceremony, and reception
- Research, recommend and guide all additional vendor selections
- Attendance at vendor meetings
- Contract review and negotiations with vendors
- Scout local hotels for family, guest, and wedding party accommodations
- Ideas for welcome bags
- Wedding website design and upkeep
- Assistance with choosing innovative wedding colors, theme and style
- Discuss design with the couple and collaborate with event designers to include floral, décor, and accent lighting
- Discuss design of all additional wedding day signage: menu cards, escort posters, place cards, table numbers, etc.
- Discuss favor ideas and assist with order placement. Ensure they are assembled and placed correctly during the reception
- Confirm all vendors at 4 weeks, 2 weeks and day before
- Create a detailed day-of timeline and communicate to all vendors and wedding party
- Provide layout of seating arrangements for the ceremony and reception
- Provide final headcount to caterer by specified due date and perform a complete reconciliation between the expected number of guests versus everything related to guest count (i.e. number of tables, favors, floral centerpieces, etc.)
- Assist with ensuring all balances are paid prior to the wedding weekend
- Collection of wedding items prior to event such as: guest book and pen, toasting flutes, cake serving set, flower girl basket, ring bearer pillow, decor, etc.



- Rehearsal coordination and supervision
- Comprehensive day-of coordination
- Set-up special event items (favors, escort cards, etc.)
- Ensure arrival and correct set-up of all vendors
- Orchestrate ceremony and reception line-up
- Oversee timing of reception and all vendor operations
- Distribute vendor gratuities and final payments
- Coordinate return of special event items, gifts and envelopes to client



Partial Planning Package

Do you have the big decisions made, but need help pulling the final details together? We can research and book those last few vendors, finalize design, create your timeline, manage all the day of details, etc. This package allows us to work closely together to make your vision a reality. We want you to enjoy your day without stress.

We customize our packages for each client - this is an example of the partial planning package.

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- In depth consultation at signing of contract
- Unlimited meetings, email and phone correspondence after signing contract
- Shared folder access and Pinterest board
- Walk venue to discuss design, logistics and any remaining wedding details
- Research, recommend and guide additional vendor selections
- Attendance at vendor meetings
- Contract review and negotiations with vendors
- Confirm all vendors at 4 weeks, 2 weeks and day before
- Create a detailed day-of timeline and communicate to all vendors and wedding party
- Provide layout of seating arrangements for the ceremony and reception
- Provide final headcount to caterer by specified due date and perform a complete reconciliation between the expected number of guests versus everything related to guest count (i.e. number of tables, favors, floral centerpieces, etc.)
- Assist with ensuring all balances are paid prior to the wedding weekend
- Collection of wedding items prior to event such as: guest book and pen, toasting flutes, cake serving set, flower girl basket, ring bearer pillow, decor, etc.
- Rehearsal coordination and supervision
- Comprehensive day-of coordination (up to 10 hours)
- Set-up special event items (favors, escort cards, etc.)
- Ensure arrival and correct set-up of all vendors
- Orchestrate ceremony and reception line-up
- Oversee timing of reception and all vendor operations
- Distribute vendor gratuities and final payments
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Day of Coordination Package

This day of package really starts a month before your wedding day. You've put a lot of effort into planning and now we want you to relax and enjoy every moment. We will coordinate the vendors, create and manage your timeline, coordinate your rehearsal, provide set up assistance, and much more. We ensure that everything runs smoothly on your big day,

We customize our packages for each client - this is an example of the day of coordination package.

Pricing based on size and complexity of event. Please contact us for a complimentary consultation.

- Meeting 4 weeks prior to wedding date to discuss all details
- Unlimited meetings, email and phone correspondence month of event
- Walk venue to discuss design, logistics and wedding details
- Confirm all vendors at 4 weeks, 2 weeks and day before
- Create a detailed day-of timeline and communicate to all vendors and wedding party
- Provide layout of seating arrangements for the ceremony and reception
- Provide final headcount to caterer by specified due date and perform a complete reconciliation between the expected number of guests versus everything related to guest count (i.e. number of tables, favors, floral centerpieces, etc.)
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A La Carte

We offer an array of services that can be added onto any of our wedding planning packages. These are also available for purchase individually. Nothing is too big or too small, just ask!

Just a few examples of what we can offer:

- Crafting projects - DIY projects and decor
- Printed product design - programs, signage, etc.
- Invitation assembly
- Welcome bag assembly and delivery
- Bachelorette planning
- Bridal shower planning
- Rehearsal dinner planning
- Post wedding brunch planning
- Honeymoon planning