



Month of Coordination Package

Beginning of the Journey

- Welcome Packet that includes: Wedding Tip Guide, Wedding Glossary, and Recommended Vendors List
- Access to joint planning software, Aisle Planner
- Initial face to face meeting to review wedding plans, vendors, and expectations of your wedding day
- Shared Google Drive for uploading vendor contracts and other important wedding related documents

1-2 Months Prior to your Wedding Day

- Follow up face to face or phone meeting to review your finalized wedding plans, vendors and expectations of your wedding day
- Thorough site walkthrough with you of your ceremony and reception to confirm all details of the wedding day and that no details have been left out ensuring your wedding is perfect
- Unlimited hours of consultation via phone & email
- Provide wedding etiquette advice (if requested)
- Final timeline preparation for the wedding day to ensure the day runs smoothly

1-3 Weeks Prior to your Wedding Day

- Final confirmation with vendors to ensure we are on track for the wedding day and they have final timeline and instructions
- Customized wedding checklist to ensure all details have been completed
- Confirm all final details; arrival and finish times, directions and services being provided by each vendor

Rehearsal

- Full rehearsal coordination and deliver final timeline for the wedding day to bridal party
- Collection of items to be set up on the wedding day such as; décor items, photographs, guest books, favors, toasting glasses, cake serving set, ceremony programs, menu cards, assigned seating place cards, table name/numbers, etc.
- Ensure the final checklist has been completed and everything is ready to go for the wedding day



Wedding Day

- Complete wedding day coordination (unlimited hours)
- Manage all moving pieces of the event; direction of vendors, attend to guest needs, inquiries, and troubleshoot any challenges that can occur
- Set up both reception and ceremony site (when applicable)
- Act as the “go-to” person for all vendors, wedding party & guest to ensure the bride, groom and family can relax and enjoy the day
- Assist bride with putting on her wedding gown (when requested)
- Review final set up before guest arrival
- Ensure bridal party is running on time with hair, make-up and photography
- Ensure groom and groomsmen are on track to arrive on time
- Get everyone down the aisle in order, on time and make sure your grand entrance is BEAUTIFUL
- Main point of contact with all catering staff and banquet captain
- Manage the timing of events for bride/groom, family, bridal party and vendors
- Coordinate with all vendors (photographers, videographer, musicians, etc.) ensure they have everything they need to operate appropriately; table space, power outlets, etc.
- Do our best to prevent and fix any problems that may arise during the event
- Coordinate the delivery of bouquet, bridesmaid flowers, boutonniere and corsages
- Work with photographer to gather all family members for pictures (if photographer allows)
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle
- Conduct final walkthrough with venue owner/manager (when applicable)
- Give you a great big hug.....YOU'RE MARRIED!!!!

Additional Services (optional/as needed):

- Returning of approved rentals after the wedding

Our Month-Of Coordination Package starts at \$1,750. We customize our package pricing based on your specific event details and needs. Please let us know your event location, date, and anticipated guest count, and we will be happy to put together a quote for you!





Customized Partial Planning Package

Beginning of the Journey (Included in Package)

- Welcome Packet that includes: Wedding Tip Guide, Wedding Glossary, and Recommended Vendors List
- Access to joint planning software, Aisle Planner
- Initial face to face meeting to review wedding plans, vendors, and expectations of your wedding day
- Shared Google Drive for uploading vendor contracts and other important wedding related documents

A La Carte Services (choose items to create your personalized package)

- Creation of a detailed budget based on your estimated wedding expenses and management of budget by helping you stretch your dollars and understanding where your money is being spent
- Provide personalized wedding calendar for tasks leading up to the wedding
- Vendor(s) referrals based on your wedding budget and style. Checking vendor availability and negotiating packages, pricing and contract review. Please indicate which vendors you would like assistance with:
 - Photographer
 - Videographer
 - DJ/Band
 - Officiant
 - Catering/Bar Service
 - Cake/Desserts
 - Photobooths
 - Musicians/Entertainment
 - Transportation
 - Beauty: Hair and Makeup, spa services, etc.
- Creation & Maintenance of Personalized Wedding Website
- Assistance with Invitations, Programs, Save the Dates, & Other Print Design
- Design and Assembly of Children's Activity Packs
- Assembling, Addressing & Sending Out Invitations and Save the Dates
- Event Design & Decor- Includes:
 - Wedding design inspiration presentation to determine wedding design direction (explores design looks & feels)



- Final inspiration board for Client's approval
 - Attendance at preliminary floral design meeting(s)
 - Recommendations and guidance on rental & design vendors
 - Attend design vendor preliminary/planning meetings (actual number based on needs)
 - On-going exchange of décor ideas and signature details
 - Ensure design cohesiveness; assist with: linen selection, invitation & paper elements, rental items, props, gown & attire planning, cake design, menu tasting & selection and/or favors/gift planning
 - Coordinate Design Sample Meeting with vendors to finalize design & tabletop details (if applicable)
- Wedding Ceremony and Reception Floor Plans & Seating Charts
 - Arranging Caterer Tastings and/or Cake Tastings
 - Arranging Fittings & Alterations
 - Help with Crafting and DIY Décor
 - Design, Assembly and delivery to hotels of guest welcome bags
 - Research hotel accommodations & negotiate group room blocks for guest
 - RSVP and Guest List Management
 - Pick up of rentals and other wedding items from vendors
 - Returning of approved rentals prior to wedding day (cake stand, floral rentals, etc.)
 - Coordination of rehearsal dinner and/or post wedding brunch

Month of Coordination (Included in Package)

1 Month Prior to your Wedding Day

- Initial face to face or phone meeting to review your finalized wedding plans, vendors and expectations of your wedding day
- Thorough site walkthrough with you of your ceremony and reception to confirm all details of the wedding day and that no details have been left out ensuring your wedding is perfect
- Unlimited hours of consultation via phone & email
- Provide wedding etiquette advice (if requested)
- Final timeline preparation for the wedding day to ensure the day runs smoothly

1-3 Weeks Prior to your Wedding day

- Final confirmation with vendors to ensure we are on track for the wedding day and they have final timeline and instructions
- Customized wedding checklist to ensure all details have been completed
- Confirm all final details; arrival and finish times, directions and services being provided by each vendor

Rehearsal

- Full rehearsal coordination and deliver final timeline for the wedding day to bridal party
- Collection of items to be set up on the wedding day such as; décor items, photographs, guest books, favors, toasting glasses, cake serving set, ceremony programs, menu cards, assigned seating place cards, table name/numbers, etc.
- Ensure the final checklist has been completed and everything is ready to go for the wedding day



Wedding Day

- Complete wedding day coordination (unlimited hours)
- Manage all moving pieces of the event; direction of vendors, attend to guest needs, inquiries, and troubleshoot any challenges that can occur
- Set up both reception and ceremony site (when applicable)
- Act as the “go-to” person for all vendors, wedding party & guests to ensure the bride, groom and family can relax and enjoy the day
- Assist bride with putting on her wedding gown (when requested)
- Review final set up before guest arrival
- Ensure bridal party is running on time with hair, make-up and photography
- Ensure groom and groomsmen are on track to arrive on time
- Get everyone down the aisle in order, on time and make sure your grand entrance is BEAUTIFUL
- Main point of contact with all vendors
- Manage the timing of events for bride/groom, family, bridal party and vendors
- Coordinate with all vendors (photographers, videographer, musicians, etc.) ensure they have everything they need to operate appropriately; table space, power outlets, etc.
- *Do our best to prevent and fix any problems that may arise during the event*
- Coordinate the delivery of bouquet, bridesmaid flowers, boutonniere and corsages
- Work with photographer to gather all family members for pictures (if photographer allows)
- Remain easily accessible through the entire event in case there are any details the Bride & Groom would like attended to
- Collect gifts and personal décor items and ensure they reach the designated family member, room and/or vehicle
- Conduct final walkthrough with venue owner/manager (when applicable)
- *Give you a great big hug.....YOU'RE MARRIED!!!!*

Additional Services (optional/as needed):

- Returning of approved rentals after the wedding

Our Partial Planning Package starts at \$2,000. We customize our package pricing based on your needs. Please let us know what partial planning services you are interested in, and we will be happy to put together a quote for you!





Full Planning Package

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Full Planning Services, including but not limited to:

- Creation of a detailed budget based on your estimated wedding expenses and management of budget by helping you stretch your dollars and understanding where your money is being spent
- Provide personalized wedding calendar for tasks leading up to the wedding
- Vendor(s) referrals based on your wedding budget and style. Checking vendor availability and negotiating packages, pricing and contract review. Vendors include:
 - Photographer
 - Videographer
 - DJ/Band
 - Officiant
 - Catering/Bar Service
 - Cake/Desserts
 - Photobooths
 - Musicians/Entertainment
 - Transportation
 - Beauty: Hair and Makeup, spa services, etc.
- Creation & Maintenance of Personalized Wedding Website
- Assistance with Invitations, Programs, Save the Dates, & Other Print Design
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Additional Services (optional/as needed):

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Our Full Planning Package starts at \$4,500. We customize our package pricing based on your needs. Please let us know what partial planning services you are interested in, and we will be happy to put together a quote for you!

