

Complimentary Initial Consultation:

When choosing your wedding planner one of the most important things to remember is that you must feel 100% comfortable with the person you choose. You will be spending a lot of time with your wedding planner and entrusting them with one of the most important days of your life. I want to get to know you, your personality, and your style and hear all about your wedding plans, discuss design ideas, all the details and your vision of what you imagine your special day to be. I want you to get to know me, what I do and how I do it and hear all about the ways I can make your wedding planning experience a pleasurable one with no stress and instead lots of fun. This is exactly what we do at this consultation. We sit together; get to know one another to see if it is a good fit.

I understand that every couple is unique. No matter how big or how small, I want to help you and your fiancé to design a one of a kind, amazing wedding that reflects your own personal style and is as unique as the two of you. I offer three Levels of Service. There are essential services that every couple needs to ensure a flawless wedding day. These essential services are included all my Levels of Service. Then it will depend on where you are in the wedding planning process and exactly what you want and need. We will discuss the Levels of Services I offer. We will talk about what you are looking for in a coordinator and what you need help with. We will discuss your specific needs, expectations and budget requirements. I will work with you to choose and customize the best Level of Service to suit your individual needs.

Day of Coordinator LEVEL I \$600 - \$900

(Bridal Party Size & Guest Count)

~ Essential Services Needed to Ensure a Flawless Wedding Day ~

- Personalized Face to Face Consultation Appointments customized for your individual needs
- Unlimited Consultation via Telephone and E-mail
- Wedding Day Attire Recommendations
- Etiquette Advisement
- Assistance with Selection of "Save the Dates", Invitations, Calligrapher and Wedding Favors
- Ceremony and Reception Venue Referrals
- Unlimited Vendor Referrals in all Vendor Categories
- Final Detailing Appointment the Week of Wedding
- Distribution of the Final Approved Itinerary / Timeline
- Vendor Confirmations and Detailed Direction
- Rehearsal Coordination & Instruction, maximum 2 hours
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as:

Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set, Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Store or Sweet Table Items, etc.

Essential Wedding Day Emergency Kit-We will have everything and anything you should need on your Wedding Day

- Day of Wedding Coordination (the maximum coverage is 10 hours)*

*** Standard Wedding Day Services included in all Levels-See complete List***

Partial Planning-LEVEL II \$1,300

~ Accompanied, Personalized Assistance throughout the Entire Planning Process and the Essential Services Needed to Ensure a Flawless Wedding

- Complimentary Initial Consultation
- Personalized Face to Face Consultation Appointments
- Unlimited Consultation via Telephone and E-mail
- Wedding Day Attire Recommendations
- Etiquette Advisement
- Assistance with Selection of "Save the Dates", Invitations, Calligrapher and Wedding Favors
- Ceremony and Reception Venue Referrals
- Arrange Location / Venue Appointment Tours
- Accompanied Ceremony and Reception Venue Search
- Unlimited Vendor Referrals
- Arrange all Vendor Appointments
- Review of all Venue and Vendor Contracts
- Pricing Negotiation
- Final Itinerary / Timeline Preparation
- Menu Tasting
- Menu Selection
- Venue Design, Set Up,& Floor Plan Diagram Layout, etc
- Final Detailing Appointment Final Detailing Appointment with Coordinator the Week of Wedding
- Distribution of the Final Approved Itinerary / Timeline to Venue Contact and all Vendors the Week of Wedding
- Final Vendor Confirmations
- Assistance with Unique Rehearsal Dinner Location Ideas
- Assistance with Selection of Hotel Accommodations for You and Your Guests
- Assistance with all Transportation Needs & Arrangements
- Rehearsal Coordination& Instruction, maximum 2 hours
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as:
Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set, Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Table Items, etc.
- Essential Wedding Day Emergency Kit
- (1) Assistant "Day of Wedding" Coordinator Included · Day of Wedding Coordination (10 hours)

Full Planning-LEVEL III \$1,700 - \$2,000

~ Full Event Design, Theme and Décor Concept Development

Accompanied, Personalized Assistance throughout the Entire Planning Process from Innovative Concept to Flawless Execution and all of the Essential Services Needed to Ensure a Flawless Wedding Day ~

- Complimentary Initial Consultation
- Personalized Face to Face Consultation Appointments
- Unlimited Consultation via Telephone and E-mail
- Wedding Day Attire Recommendations
- Etiquette Advisement
- Assistance with Selection of "Save the Dates", Invitations, Calligrapher and Wedding Favors
- Ceremony and Reception Venue Referrals
- Arrange Location / Venue Appointment Tours
- Accompanied Ceremony & Reception Location / Venue Search
- Unlimited Vendor Referrals
- Arrange all Vendor Appointments
- Review of all Venue and Vendor Contracts
- Pricing Negotiation
- Final Itinerary / Timeline Preparation
- Menu Tasting
- Menu Selection and Details
- Venue Design, Set Up, Floor Plan Diagram Layout, etc.
- Final Detailing Appointment
- Final Detailing with Venue Contact
- Final Detailing Appointment with Coordinator the Week of Wedding
- Distribution of the Final Approved Itinerary / Timeline to Venue Contact and all Vendors the Week of Wedding
- Final Vendor Confirmations and Detailed Direction-Each and Every Vendor
- Assistance with Unique Rehearsal Dinner Location Ideas
- Assistance with Selection of Hotel Accommodations for You and Your Guests
- Assistance with Unique Welcome Gift Basket Ideas for Out of Town Guests
- Assistance with all Transportation Needs and Arrangements
- Assistance with Unique Next Day Breakfast or Brunch Location Ideas
- Rehearsal Coordination and Instruction, maximum 2 hours
- Collection of items at rehearsal to be brought and set up by us on Wedding Day such as:
Candles, Photographs, Guest Books, Pens, Wedding Favors, Toasting Glasses, Cake Serving Set,
Ceremony Programs, Menu Cards, Assigned Seating Place Cards, Table Names/Numbers, Candy Table
Items, etc.
- Essential Wedding Day Emergency Kit
- (2) Assistant "Day of Wedding" Coordinator Included
- Day of Wedding Coordination (the maximum coverage is 10 hours)
- Decorate the Honeymoon Suite on Your Wedding Night if venue is within reasonable radius

Standard Wedding Day Services included in all Levels-See complete List

Standard Wedding Day Services

~ Included in all Levels of Service~

- *Make certain that You, Your Groom, Parents and the Wedding Party are comfortable and have all the attention and service deserved while getting ready for the Big Day
 - *Receive all deliveries, greeting and supervising all vendors as they load in and set up, etc.
 - *Distribute hard copies of your Final, Complete Wedding Day Itinerary to all vendors
 - *Oversee proper set- up and design of ceremony and reception areas
- *Accept all personal flowers and distribute and pin all corsages, boutonnieres, flower-girl petals and ring bearer item
 - *Ensure proper placement of the guest's assigned seating place cards, guest books, pens, photographs, candles, wedding favors, ceremony programs, menu cards, candy table items, etc --per your exact instruction
 - *Make certain guests with special needs of any kind receive care and assistance
- *Greet your guest and kindly direct them to the ceremony and reception areas at the appropriate times.
- * Line up and cue the Wedding Party when it's time to walk down the aisle, making sure they all look great, smiling, paced perfectly, no hands in pockets
 - *Let you know when it's time to walk down the aisle, make sure you are ready for the big moment
 - *Make sure your dress and train are perfect and send you on your way down the aisle with your escort
- *Make certain that ceremony musicians are given parking validation if prearranged and have correct sound requirements and appropriate shade and seating
- *Make certain that all ceremony musicians have the correct musical selections for guest arrival, family seating and also the correct processional and recessional musical selections
 - *Make certain that the ceremony musicians are cued appropriately to ensure correct pace and timing
- *Come to the rescue of the crying flower girl or ring bearer during the ceremony when their Mom and /or Dad happen to be in the Wedding Party
 - *Take family pets involved in Wedding Ceremony away at appropriate times to another area
 - *Direct your guests to the cocktail reception after the ceremony
 - *Assist the Photographer in gathering your Wedding Party and family members for pictures as needed
- *Make certain that You, Your Groom, Family and the entire Wedding Party get your favorite cocktails and hors d' oeuvres served to you by catering staff during your photography session
 - *Make certain your selected Reception Entertainment have proper power, staging, shaded seating, parking validations, vendor meals, green room access etc.
- *Make certain that all décor items from ceremony which will be reused at reception get to appropriate places
- *Make certain that all finishing touches are complete and exactly as you wished before allowing guests to enter the reception area
 - *Make certain all candles are lit and remain lit throughout the entire reception

- *Answer all guests' questions and concerns graciously throughout the day
- *Assist the DJ / MC in guiding guests through the day and on to the next scheduled events making certain that no one misses these events and there is a steady, comfortable flow with no dead air or rushing
 - *Assist your Maid of Honor in the bustling of your Wedding Dress before Grand Entrance
- *Organize the Grand Entrance and get everyone lined up outside the reception area in correct order informing the MC of all correct pronunciations of names
- *Always letting You and Your Groom know what is next and making sure you are ready so that you are never caught off guard
 - *See to it that parents and very special people are given special care and their every need is catered to make certain that dietary needs and requests of guests such as allergies, vegetarian and vegan requests are followed through with correctly
- *Supervise and communicate with the chef, banquet captain and catering staff to ensure superb, timely dinner service
- *Make certain that everyone scheduled to give toasts, blessings or host special events during the day are cued and prepared
 - *On the other hand, make certain that you are the only two on the dance floor to show off those choreographed dance moves you learned in those dance lessons you took over the past year
- *Make certain you have your comfortable shoes under your table to change into at the reception if you desire and your make up available to touch up if needed throughout the day
 - *Make certain your Parents and Grandparents gets a great spot for the cake cutting and first dance, etc.
- *Come to the rescue with a warm, damp cloth when your Groom wasn't as nice as he had promised you to be during the cake cutting or vice versa
 - *Be there by your side, ready and available for any emergencies or unexpected occurrences
- *Keep things running on schedule, without a coordinator it's very easy to simply run out of time and you never get to do all those creative and special things you spent months planning
 - *Distribute final balances and gratuities to the vendors on your behalf
 - *Keep track of, organize and pack everything up for you at the end of the evening
 - *Collect all of your wedding gifts, your guest book, pen, toasting glasses, cake top, etc
 - *Bring everything to a Designated Room or Designated Car
- *Arrange Getaway Transportation, making sure that they are present and on time when you are ready to depart reception

So RELAX and let us handle the details...