

VIVI COLELLI WEDDINGS AND EVENTS

Hello future bride/groom!

First of all, CONGRATS! How wonderful is to know that you'll be marrying the love of your life soon, I know you still must be flying in clouds, but thinking about the wedding can stop you doing it. Well, allow me to be the one who worries about the details, and you can still enjoy your joy and excitement while going in this process together with your couple. Let me tell you something about me first: My name is Viviana Colelli, but you can call me Vivi. I'm originally from Colombia, but been in the states almost 8 years. I found my soul mate and now we've been married for 2 ½ years and with a wonderful baby boy. I'm a Wedding and Event Planner Consultant since 2.013, also Hospitality and Tourism Management technologist. I've been working with events since 2.008 and before that I used to plan my own parties and family celebrations. I have had wonderful experiences with couples that needed my help planning and organizing their special day. Now it's time to talk about what can I do for you! I can help you from scratch to create the day that you always have been dreaming, next to your loved one. I understand how stressful and frustrating planning a big event can be, that's why I'm here, to help you with details, with decisions that you need to make and with the bonus of you and your fiancée enjoying everything while is happening! Depending on which package would work best for you, I will be meeting you personally a few times to talk about everything, also visiting the venue with you is very important to coordinate things for the big day. Please check my packages and let me know if you like what you are reading. I'd love to talk to you more about it to see if we can be the right fit for this amazing and exciting process towards marrying your loved one.

PACKAGES!

First consulting meeting is complimentary!

Royal Package: *This package is perfect for a couple who just want to enjoy every moment of the process without stressing for details. I'll be there since the designing of your event until the end of the Wedding day, making sure you are living the vision that you have for your special occasion.*

The Royal Planning Service includes:

- ♥ *Unlimited planning sessions with your wedding planner. (Business hours for calls, texts and emails).*
- ♥ *Complete customized budget management*
- ♥ *Timeline (Countdown) tracking the planning process.*
- ♥ *Research vendors: Find professional vendors within each category, based on your budget and needs.*
- ♥ *Location for Ceremony and reception venue.*
- ♥ *Coordinate appointments, in-person visits and selection of vendors.*
- ♥ *Contract review and negotiations*
- ♥ *Vendor payment schedule.*
- ♥ *Wedding design: Look for inspirational trends, and styles that can give a direction to your vision.*
- ♥ *Assist out of town guests with room blocks, transportation and welcome baskets.*
- ♥ *Plan and/or execute Rehearsal Dinner/Brunch.*
- ♥ *Coordinate transportation and itinerary.*
- ♥ *Set up and clean Reception after the Celebration, according with the venue's rules.*

Day of Coordination included!

\$2.000

In Style Package: *This package is designed for those couples who are interested in the day of coordination, but they would like to have more direction about their vision. Normally this couples have half of the planning process done (like venue and some vendors selected) but they would like some direction in the décor, design and etiquette for their wedding.*

- ♥ *Up to 4 meetings with your wedding planner, and unlimited support via email-phone or texts (Business hours for calls, texts and emails).*
- ♥ *Help choosing and hiring vendors left (Max. 3 vendors) to complete the team that you need to make your vision come true.*

Day of Coordination Included!

\$1500

Classic Package: *Is especially for couples who are looking for a professional who will take care of the details in their special day. The week of your wedding I will ensure that all your vendors are ready. On your Wedding day, I will be there to welcome your vendors and make sure everything works the way that you wanted.*

Day of coordination includes:

- ♥ *Two planning sessions, to go over the details and logistics, through the six weeks prior to your Wedding day, and unlimited consultations and support over phone-email or texts 30 days before the wedding day for the bride and groom (Business hours for calls, texts and emails).*
- ♥ *Ceremony and Reception timeline.*
- ♥ *Develop and manage Production Schedule (Vendor set-up and strike)*
- ♥ *Review vendor contracts.*
- ♥ *Coordinate the Rehearsal.*
- ♥ *Ceremony and Reception site walk-thru*
- ♥ *Floor plan assistance.*
- ♥ *Coordinate and execute your wedding day.*
- ♥ *Ceremony and Reception set up (Programs, favors, escort cards, cake, etc.)*
- ♥ *Deliver final payments and/ or gratuities to vendors.*
- ♥ *Provide emergency kit.*

\$800

- ❖ *Assistant coordinator(s) to be included over 50 guests or two different locations \$80 more.*

A LA CARTE:

- ♥ Hourly rate: For couples who just need a couple of hours of assistance to find a direction in their vision. Also for couples who need help doing one or two tasks of the planning as Assembling Ceremony and Reception items, menu design, assembling and mailing announcements and invitations, Decorating Bridal Suite, Pick-up and Delivery any of party supplies. \$50 per hour
 - ♥ Rehearsal Dinner Planning and Newlywed Brunch Planning \$400
 - ♥ Engagement party planning and Birthday Party \$500
 - ♥ Quinceañeras and sweet 16 starting from \$800
 - ♥ Social and Fundraiser events and Corporate Events: Contact us for more details.
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- ❖ Military discount 20% off any package. Do not apply for hourly rate.
 - ❖ Any package combined with Dj services 25% off. Do not apply for hourly rate and may not be combine with another discount.