



# pumpernickel planning

LOVERS OF PEONIES, MIMOSAS AND CHECKLISTS



## PRICING & SERVICES

# *Wedding Management*

PUMPERNICKEL PLANNING

## Basic Wedding Management

\$1250

### PREPARATION FOR YOUR WEDDING

- ◆ Initial consultation (phone or in person depending on location) to explain the coordination process
- ◆ You will have access to our online planning system to help you stay on track and organized - Checklist, Notes, Design Boards, Guest & Seating, Vendor area, Budget, Calendar & Timeline functions will be available for your use throughout your planning process after booking.
- ◆ Unlimited phone & email communication from date of contract to discuss day-of needs
- ◆ Access to preferred vendor list
- ◆ Details Meeting with Wedding Couple 4-8 weeks prior to the wedding at ceremony + reception locations
- ◆ Create a detailed wedding day timeline
- ◆ Two weeks prior to the ceremony, final checkin consultation with the Wedding Couple to finalize the timeline. All vendors listed on the contract will have been contacted to verify details of their services and to be given our contact information for day-of needs

### REHEARSAL

- ◆ Come for up to 2 hours of rehearsal time at the ceremony location
- ◆ Work with wedding officiator to choreograph wedding ceremony, processional and recessional if needed

### WEDDING DAY

- ◆ Be there from start to finish on your wedding day when your hair and makeup begins until all that is left for the night is dancing! Typically up to 12 hours.
- ◆ Manage wedding vendors per your instructions
- ◆ Manage wedding party
- ◆ Oversee vendor set up at ceremony and reception sites
- ◆ Organize & distribute all personal flowers to wedding party, family members & special guests
- ◆ Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, stain remover, two clear bubble umbrellas, etc.
- ◆ Facilitate the wedding ceremony
- ◆ Check for any items necessary to properly conduct the ceremony
- ◆ Oversee ushers & guest book attendants
- ◆ Properly line up processional & cue musicians
- ◆ Bustle bridal gown if needed
- ◆ Coordinate entertainment and all announcements/events during reception
- ◆ Hand out final vendor balances & tips
- ◆ Be prepared to meet any emergency situation that may arise

# *Wedding Management*

PUMPERNICKEL PLANNING

## Upgraded Wedding Management

\$1850

IN ADDITION TO ABOVE

- ◆ Additional in-person meeting included, typically at the 6-Month mark
- ◆ We will decorate ceremony and/or reception sites (personal decor) on wedding day
- ◆ There will be an Assistant Coordinator in addition to your Wedding Manager for up to 8 hours.
- ◆ We will pack up your decorations at the end of the night.

## Wedding Management + Design

\$2550

IN ADDITION TO ABOVE

- ◆ We will create custom style boards for each aspect of your wedding (ceremony, table decor, cake table, etc) based on your budget, inspiration photos and wedding vision.
- ◆ We will put together a cohesive design outlining all decor, flowers, wedding party attire, etc
- ◆ We will gather quotes and estimates from design related vendors such as florists, rental companies, linen services, lounge areas, etc.

## Additional Information

### PAYMENT INFORMATION

- ◆ A non-refundable retainer fee of 25% is due with our signed contract to hold your wedding date.
- ◆ The remaining balance will be broken up into (3) 25% payments as follows:
  - ◊ 25% due 6 months before your wedding
  - ◊ 25% due 60 days before your wedding
  - ◊ 25% due 2 weeks before your wedding
- ◆ You are responsible for paying your vendors directly. All vendor/service contracts will be between you and the vendor/service provider.
- ◆ Payments can be stretched or condensed to accommodate brides who book outside of typical parameters.

# Full Service Planning

PUMPERNICKEL PLANNING

## Full Service Wedding Planning

\$3900

### PLANNING AND ORGANIZING

- ◆ Initial consultation
- ◆ Up to 5 additional in-person meetings as needed
- ◆ Unlimited phone/email planning
- ◆ Access to preferred vendor list
- ◆ Research & presentation of all venues/vendors based on budget
- ◆ Schedule/attend vendor appointments as needed & review contracts
- ◆ Detailed online checklist to keep you updated on progress
- ◆ Custom wedding styleboard + event design created
- ◆ Manage budget & track payments
- ◆ Venue walk through and 1-2 hour meeting within 6- 8 weeks of wedding
- ◆ Final timeline created & distributed to all vendors
- ◆ Vendor confirmation 1-2 weeks before wedding

### WEEK OF THE WEDDING

- ◆ Attend and run Rehearsal with Officiant
- ◆ Collect items listed below at rehearsal for wedding day:
  - ◊ Marriage license
  - ◊ Guest book
  - ◊ Flower girl basket and other items for ceremony
  - ◊ Any decor items- candles, pictures, paper items, etc.

### WEDDING DAY

- ◆ Assistant working with Wedding Planner
- ◆ Coordination for entire day by Wedding Planner
- ◆ Meet and greet all vendors and help prepare ceremony site and reception venue
- ◆ Setup and design reception items like place cards, guest book, menu cards, favors, gift table, and any other light design items
- ◆ Distribute all personal flowers to wedding party, family members & special guests
- ◆ We will be the main point of contact for family members, wedding party, and vendors
- ◆ Timeline management of the wedding day
- ◆ Provide Bridal Emergency Kit – aspirin, energy bars, mints, sewing kit, stain remover, two clear bubble umbrellas, etc.
- ◆ Properly line up processional & cue musicians
- ◆ After the ceremony make sure all items that need to go to the reception get packed up and transported
- ◆ Coordinate entertainment and all announcements/events during reception with DJ/Band
- ◆ Hand out final vendor balances & tips
- ◆ Removal of gifts/guest book and other special requested items. Bring to specified location (on site)
- ◆ Be prepared to meet any emergency situation that may arise

# Full Service Planning

PUMPERNICKEL PLANNING

## Additional Information

### PAYMENT INFORMATION

- ◆ A non-refundable retainer fee of 20% is due with our signed contract to hold your wedding date.
- ◆ The remaining balance will be broken up into (4) 20% payments as follows:
  - ◊ 20% due 9 months before your wedding
  - ◊ 20% due 6 months before your wedding
  - ◊ 20% due 60 days before your wedding
  - ◊ 20% due 2 weeks before your wedding
- ◆ You are responsible for paying your vendors directly. All vendor/service contracts will be between you and the vendor/service provider.
- ◆ Traveling fees are not included in the above price. Please ask for quote.
- ◆ Payments can be stretched or condensed to accommodate brides who book outside of typical parameters.

### PLEASE NOTE

- ◆ Package does not include cost of any decor or supplies, linens, stationery, etc.
- ◆ Package is based solely on our planning + design service - Does not include the following, but we would be more than happy to add to the package:
  - ◊ Any planning + design for Bridal Shower, Bachelorette Party, Bachelor Party or Rehearsal Dinner
  - ◊ Wedding website creation or management Wedding party/parent gifts
- ◆ Vendor appointments that require traveling will warrant additional traveling fees

# D.J.Y. Bride Services

PUMPERNICKEL PLANNING

## Ceremony Only Coordination

\$450

- ◆ Coordination with ceremony specific vendors such as your officiant, DJ and florist
- ◆ Creation of a personalized timeline to ensure a flawless ceremony
- ◆ Assisting your guests with finding seats, handing out programs, send off materials, etc.
- ◆ Providing up to 3 hours of ceremony coordination and a one hour guided rehearsal!

## Wedding Planning Mentorship

\$350

- ◆ One-hour consultation after booking to discuss budget and industry standard pricing, wedding vision and list of recommended vendors with suggested interview questions
- ◆ One-hour consultation 60 days prior to wedding to discuss day-of “game plan”
- ◆ Timeline & Floorplan review and feedback 2 weeks before the wedding
- ⇒ BONUS! If you decide to upgrade this service to a planning or management package, we will credit any payments made toward your upgraded service.

## Decor Staging & Setup

\$300

- ◆ Up to 3 hours of set up services on the day-of – including ceremony items, programs, escort cards, place cards, table numbers, cake cutting items, champagne flutes, photos, basic DIY decor, lawn games, and props. (This does not include food, beverages, floral or any other items typically handled by another vendor.)
- ◆ Additional hours can be added at a reduced rate of \$60/hour

## Event Design

starting at \$750

- ◆ We will create custom style boards for each aspect of your wedding (ceremony, table decor, cake table, etc) based on your budget, inspiration photos and wedding vision.
- ◆ We will put together a cohesive design outlining all decor, flowers, wedding party attire, etc
- ◆ We will gather quotes and estimates from design related vendors such as florists, rental companies, linen services, lounge areas, etc.
- ◆ Additional hours can be added at a reduced rate of \$60/hour

# Additional Services

PUMPERNICKEL PLANNING

## Planning of Additional Events

\$350

- ◆ Bridal Shower
- ◆ Baby Shower
- ◆ Bachelorette Party

- ◆ Welcome Party
- ◆ Engagement Party
- ◆ Rehearsal Dinner

- ◆ Tea Ceremony
- ◆ Day After Brunch
- ◆ Birthday Parties

## Add on & A La Carte Services

Room Flip	\$250	
Additional Staff Member	\$200	Applies when the event takes place at more than one location
Final RSVP Over 175	\$150	Per 50 Guests over 175
Additional Planning Meeting	\$100/hr	
Adding Hours to Wedding Day	\$75 Planned	\$125 Unplanned
DIY Floral Consultation	\$150	Required for brides who opt out of using a full service florist
Budget Consultation	\$150	
Rehearsal	\$200	Only applies when not included in package or when adding additional rehearsal(s)

## Elopement Packages

starting at \$2500

We work with a selection of "portfolio building" vendors to get you your dream at an affordable price! Package includes venue, photographer, bouquet and cake & punch reception for up to 15 of closest guests. Contact us today to customize your elopement today!

## Destination & Travel

YES, WE TRAVEL!

- ◆ For Destination Weddings, services are billed at package cost + costs of travel and lodging.
- ◆ A Destination Wedding is considered anything over 75 miles away from zip code 75056
- ◆ We do not charge for travel for weddings within a 40 mile radius of zip code 75056. Weddings outside of this range, that are not considered destination, would have a variable travel fee.