



Wedding Planning Packages

Full Wedding Planning Package

For the busy couple that would like a Certified Wedding Planner's assistance through the entire planning process, however, still want to have complete control of all of the details. When you hire us, we will be with you every step of the way. If you would like peace of mind that all of your details are set and you don't want to worry about a thing, then our Full Wedding Planning Package is for you!

Includes everything in the Day of Coordination Package PLUS:

- Complimentary initial consultation
- Unlimited vendor and venue referrals
- Unlimited vendor quotes/inquiries
- Vendor/venue appointment bookings
- Wedding planner present at vendor/venue appointments as needed
- Planning meetings with client as needed either in person, by phone, or video chat
- Save the Date and Invitation etiquette
- Decor ideas, planning, and coordination
- Budget management/tracking
- Vendor logistical coordination and task management
- Detailed electronic floor plan of reception layout provided for you in an interactive system by Simply Weddings staff (keep track of guest list, assign tables and/or seats, meal tracking, and special requests such as high chairs or special meals)
- Guest and wedding party transportation coordination from a local pick up location (obtain parking permits if needed, complete on-site logistical coordination by Simply Weddings staff on day of, detailed timeline for drivers, etc.)
- Local hotel room blocks set up
- Guest welcome bag delivery to local hotels as appropriate
- Certified Wedding Planner and up to three additional staff present on the day of to ensure each detail is set



- Full tear down coordination with vendors after reception
- Return floral and bakery rental items the following week
- Coordinate large rental item pick up with venue and appropriate vendors
- Donate floral to a local assisted living facility or any other charity or non-profit of your choice (up to \$800 value)
- Provide receipt for floral donation (Donation can be tax deductible if donated to a 501(c)(3) or other qualified organization)

Full Planning Package Starting at \$5295



Day of Coordination Package

For the couple that have all of their vendors booked and most of the details set, but would like a Certified Wedding Planner to come in during the 30-45 days prior to your event to assist you with all of the final tasks such as finalizing the floor plan, full wedding weekend timeline, and assisting with putting all of the logistical pieces together to include being the point of contact for all of the vendors on the day of, so you can enjoy your wedding day knowing that you have a professional working for you!

- Complimentary initial consultation
- Vendor contract review
- Contact vendors for formal introduction
- Confirm day of vendor contact information
- Detailed day of timeline
- Certified Wedding Planner plus up to two additional staff members present on the day of to ensure each detail is set
- Access to interactive electronic floor plan system for venues in the Madison area and beyond (keep track of guest list, assign tables and/or seats, meal tracking, special requests, etc.)
- Contact with wedding planner during the entire planning process
- Unlimited number of hours on day of event
- Coordinate ceremony rehearsal with officiant
- Point of contact on day of for all deliveries and vendor set up
- Hand out vendor final payments and/or tips (client provides)
- Donate floral to a local assisted living facility or any other charity or non-profit of your choice (up to \$800 value)
- Provide receipt for floral donation (Donation can be tax deductible if donated to a 501(c)(3) or other qualified organization)

Day of Coordination Package Starting at \$1495



A la Carte Options

- **Transportation Coordination (Included in full planning package):** Client contracted guest and wedding party transportation coordination from a local pick up location (gather local transportation company proposals for client review, obtain parking permits if required per city ordinance, on site logistical coordination by Simply Weddings staff on day of, detailed timeline for drivers) **\$400**
- **Return Bakery and/or Floral Rental Items (Included in full planning package):** Return all bakery and/or floral rental items (i.e. Cake/cupcake stands, serving utensils, centerpiece vases, etc.) the week following event. **\$300**
- **Guest Welcome Bag Assembly & Delivery:** Assemble all client purchased items for Welcome Bags and deliver them to hotels with room block for event. **\$350**
- **Guest Welcome Bag Pick up & Delivery (Included in full planning package):** Pick up all assembled Welcome Bags and/or Welcome Letters from client and deliver them to hotels with room block for event. **\$225**
- **Additional Staff Member:** One additional staff member to assist as needed on day of event. **\$350**
- **Floral Donation: (Included in full planning and day of packages):** At the end of the wedding day we will separate the floral from the rented florist vases and place them in containers to be donated to an assisted living, charity or non-profit of your choice. We will also provide you with a donation letter or receipt. (Donation can be tax deductible if donated to a 501(c)(3) non-profit organization) **\$500 - \$800 depending on amount of floral being donated**
- **Ceremony Officiant Service:** Wedding ceremony performed by Jonathan Triggs, MDiv. Includes an initial consultation, full written ceremony with edits as needed, officiant present at ceremony rehearsal, and marriage license filing. **\$549**

Please ask about any specific items that you do not see in our packages or A la Carte menu and we'll price it out for you. Thank you for considering Simply Weddings!