

# RAE & MOORE

EVENT DESIGN AND PLANNING



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# WEDDING COLLECTIONS

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*All packages include a complimentary consultation prior to booking.*

## MONTH-OF COORDINATION

Our Month-of Coordination is ideal for both couples in need of a “day-of” coordinator required by their venue; and detail oriented couples who have the majority of planning under control, but would benefit from someone bringing all their hard work and details in the end. Starting 4-6 weeks before the event we'll begin working to tie up loose ends and perfect the details to ensure you are calm, comfortable and enjoying your last month of engagement. We also coordinate your rehearsal and wedding day.

This package includes:

- Two in person meetings:
  - An initial meeting to discuss the details of the day.
  - A final venue walk through with all necessary individuals.
- Unlimited vendor referrals.
- Unlimited correspondence via phone and email.
- Contacting all of your vendors, a month prior to the wedding, to obtain contracts and review details.
- A custom wedding weekend itinerary, provided to all of your vendors, a week before the wedding day.
- A scaled down version of your itinerary, handed out to your wedding party and family at the rehearsal.
- Directing of your rehearsal, to ensure all individuals involved in the ceremony feel comfortable in his or her role.
- Assist bride, groom, and wedding party with any needs on the wedding day.
- Oversee all vendors and vendor set-up and break-down on the wedding day.
- Distribute gratuities and/or final payments to vendors.
- Set-up and break-down of all personal items such as; programs, party favors, escort cards, table names/numbers, menus, photos, candles, etc.
- Use of our wedding day emergency kit.
- Ensuring that all of your gifts and special items are returned safely to you, or a designated attendee, at the end of the evening.
- Two coordinators directing your ceremony and reception. This includes direction of ceremony processional and recessional, cueing musicians for song selections, orchestrating your grand entrance, toasts, special dances, cake cutting, bouquet/garter toss, grand exit, etc.

Starting Package Price \$2,000

## PARTIAL PLANNING & DESIGN

Adding to our Month-of Coordination, our Partial Planning & Design is for the couple who needs a little more help with the design side of planning. We know not everyone has a keen eye for style, or the time to make it all happen. Our process begins with a detailed consultation to get an overall concept of how you envision your day. After our initial venue walk-through we create a design proposal with several design options. We offer guidance with the vendor booking process at which point we fully manage all of your design vendors including but not limited to florist, lighting, linens, rentals, and stationery.

This package includes everything included in our Month-of Coordination Package in addition to:

- Attendance of all necessary design meetings and two venue walk throughs.
- Design advice.
- Guidance selecting and full management of design vendors including but not limited to florist, rentals, linens, stationary and printing, and lighting.
- Management of design budget and budget spreadsheet.
- A custom-made inspiration board, which reflects the design aesthetic of your wedding day.
- A detailed to-scale floor plan of your event space.

Starting Package Price \$4,500

## FULL SERVICE PLANNING & DESIGN

Our full service planning and design package is designed to make you feel like a guest at your own wedding.

Client has the flexibility to make as many or as few decisions as they prefer. We handle all aspects of the wedding including finding the perfect venue, personalized wedding design, hiring and management of all vendors, attending all necessary meetings on your behalf, logistics, budget management, timelines, hotel and transportation management, and much more.

This package includes:

- Unlimited vendor referrals.
- Unlimited correspondence via phone and email.
- A custom wedding weekend itinerary, provided to all of your vendors, a week before the wedding day.
- A scaled down version of your itinerary, handed out to your wedding party and family at the rehearsal.
- Design advice.
- A custom-made inspiration board reflecting the design aesthetic of your wedding day.
- A detailed to-scale floor plan of your event space.
- Scheduling and attending all of your necessary vendor meetings. Your presence at the meetings is welcome, but not necessary.
- Complete budget analysis.
- Complete management of all wedding services: Budget, Venue, Design, Catering, Rentals, Vendor Liaison, Room Blocks, Invitations, Transportation, etc.
- Wedding checklists to keep you organized.
- Assistance in guest accommodations: Hotel blocks, transportation, welcome bags, etc.
- Directing of your rehearsal, to ensure all individuals involved in the ceremony feel comfortable in his or her role.
- Assist bride, groom, and wedding party with needs on the wedding day.
- Oversee all vendors and vendor set-up and tear-down on the wedding day.
- Distribute gratuities and/or final payments to vendors.
- Set-up and break-down of all personal items such as; programs, party favors, escort cards, table names/numbers, menus, photos, candles, etc.
- Use of our wedding day emergency kit.
- Ensuring that all of your gifts and special items are returned safely to you, or a designated attendee, at the end of the evening.
- Two coordinators directing your ceremony and reception. This includes direction of ceremony processional and recessional, cueing musicians for song selections, orchestrating your grand entrance, toasts, special dances, cake cutting, bouquet/garter toss, grand exit, etc.

Starting Package Price \$8,500

ADDITIONAL PLANNING & DESIGN SERVICES

Engagements

Event Design Only

Partial Planning & Design

Destination Weddings

Welcome Parties, Rehearsal Dinners, & Farewell Brunches

Baby Showers & Bridal Showers

Birthday Parties & Anniversaries

Corporate & Non-Profit Events

Don't see exactly what you're looking for? Let us know, we would love to create a custom package and proposal for you!

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## INFO

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### BOOKING

In order to reserve your date, a 50% deposit and signed contract is required. Contracts can be sent electronically for speed and efficiency. We accept payment by check, or debit and credit cards through Vemno. Any balances are due 30 days prior to the day of your event.

We recommend booking in advance to ensure that your date is held, and you get the most out of our services. Even with our Month-of Planning Collection, we are here to guide you by giving unlimited advice, providing helpful tools, and recommendations from the day you complete the booking process.

### BUSINESS

Rae and Moore is a full service event coordination, design, and styling company created by Cassidy Rae Rios and Nina Moore. With over 10 years of combined experience working in diverse niches of the event industry, they provide a unique perspective behind pulling off a seamless and unforgettable event. Based in Santa Barbara, California, but the regions in which they work are as limitless as their inspirations.

### APPROACH & PROCESS

Cassidy and Nina are passionate about taking a detailed, hands-on approach and work alongside their clients throughout the planning process to bring a fresh, innovative, and personal style, ultimately creating the perfect illustration to their story. Cassidy and Nina specialize in curating complete experiences that exude romance, celebration, laughter, and love.

### CASSIDY & NINA

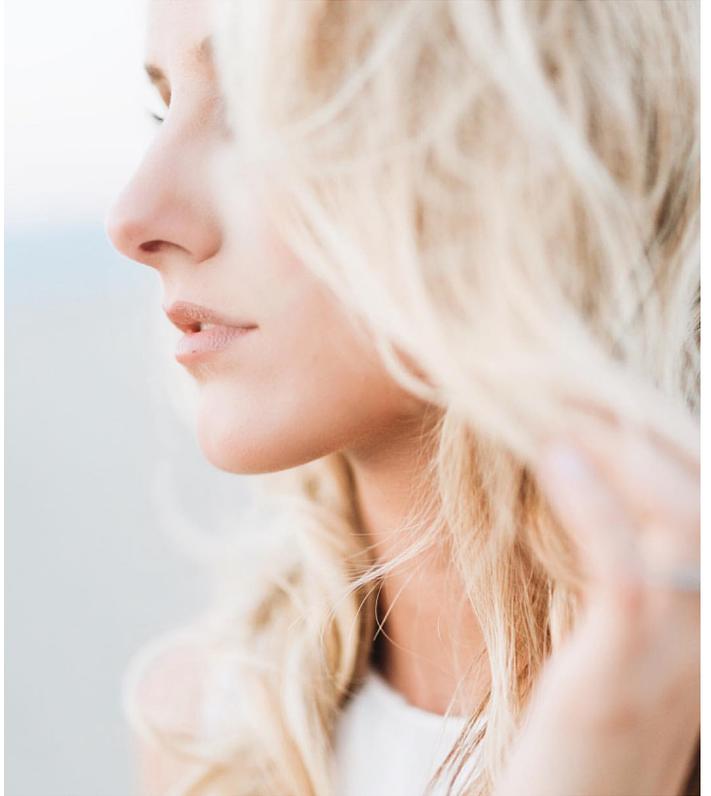
Our paths crossed at a wedding (of all places) while we were both assisting for one of Santa Barbara's top event planners. From our time assisting we had the opportunity to work alongside each other coordinating and designing dozens of weddings and events. Working together was always easy, inspiring, and never really felt like work. It wasn't until several years later that we decided to formally collaborate, which eventually led to us creating RAE & MOORE. We drew from Cassidy's background in business and design, her natural design talent, and uncanny and unlearned ability to make anything pretty; and paired it with Nina's design expertise and unbelievably artistic nature, her patience, and on-point attention to detail. We treat each event as if it were our own, and fully invest ourselves in every detail. We are inspired by organic, romantic, and timeless designs. Give us an idea or concept and we will strive to make it into something so incredibly beautiful and unique.

*We've been fortunate enough to have our work published online and in magazines such as Style Me Pretty, Green Wedding Shoes, 100 Layer Cake, Trendy Bride, Snippet and Ink, Ceremony Magazine, Wedding Sparrow & more.*

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CONNECT

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