

PRICING & SERVICES

KATELYNN JESSEN EVENTS

SANTA ROSA, CA

FULL SERVICE WEDDING PLANNING

This package is for the couple who would like a full-time professional overseeing every detail of their wedding day. This package includes but is not limited to the following:

Pre-Wedding

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Wedding favors & accessories
- Coordinating accommodations, transportation and child care
- Marriage License
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Wedding Day

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Coordinate load-out
- Unlimited time on-site with your coordination team allowing you to enjoy every moment of your wedding day without any worry of background details

{ \$2,500 - \$3,000 }

DAY-OF COORDINATION

This package is for the couple who has already planned the majority of their wedding day, but would like a professional coordinator to help with finalizing details and making sure your wedding day runs smoothly. This package includes but is not limited to the following:

Pre-Wedding

- Five pre-wedding consultations
- Supplying any needed vendor recommendations
- Constructing a detailed wedding day timeline
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal
- Attendance at final vendor meetings
- Venue walk-through

Wedding Day

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Providing a stocked emergency kit
- Dealing with any unforeseen hiccups
- Coordinate load-out
- Unlimited time on-site with your coordination team allowing you to enjoy every moment of your wedding day without any worry of background details

{ \$1,500 - \$2,000 }

I am able and willing to customizing either package. Ultimately, I am here to help with whatever you need to make your wedding day your best day ever!