

## ITEMIZED LIST OF WEDDING PLANNING SERVICES

FULL SERVICE WEDDING DESIGN & PLANNING

\$3,000

This package is designed for our busy couples or brides who want to focus on enjoying the planning process, with help from a full-service planner. Weddings by Krista will be there from start to finish, planning with you and coordinating all the details! The full service package will allow you to kick up your feet and relax, while we do all of the planning for you.

You can expect the following from your planner:

- Assistance in deciding the date, location, time, décor & design of your grand event
- Collaborate with clients in order to design centerpieces & décor
- Assistance in creating the invitation list, ordering invitations, and tracking RSVPs
- Help in establishing and maintaining a wedding budget
- Unlimited emails with clients, in order to answer and questions about the planning process
- Monthly phone consultations
- Coordinate all vendor consultations and bookings
- Central point of contact for all wedding vendors prior to, and the day of the event
- Review of all wedding contracts
- Vendor confirmations one week prior to event
- Assistance in coordinating catering and wedding cakes
- Help with décor rental pick-ups
- Design venue layout(s) and Wedding Day Timelines
- Management/leader of wedding rehearsal
- Day of wedding coordination from 9am-through the end of the event
- Oversee wedding timeline throughout the ceremony/reception to ensure all events are executed as desired
- Ensure that all special dances are done according to timeline
- Partner with the photographer to make sure they get their desired photos (for example; round up the wedding party for portraits, organize guests at the end of the night for exit, etc.)
- Distribute all day-of payments to vendors
- Assistance in wedding décor and centerpiece set up
- Set up of programs, guest book, party and exit favors, etc.
- Ensure party and exit favors are distributed
- Line guests up accordingly for grand wedding exit
- Coordinate checklist of who is responsible for taking home; gifts, cake topper, bridal portraits and keepsakes, and ensure that list is followed
- Facilitate and oversee vendor cleanup
- Coordinate the reception set up and tear down
- Additional miscellaneous tasks as requested

## DAY OF COORDINATION + PARTIAL PLANNING

\$1,200

This package is perfect for the couple that has most of the planning done, but still needs help refining their ideas. Weddings by Krista will be there for you to make sure you stay on track with your planning & design, as well as coordinating your wedding day from start to finish!

You can expect the following from your planner:

- Collaborate with clients in order to design centerpieces, décor, and color scheme
- Help in establishing a wedding budget
- Unlimited emails with clients, in order to answer and questions about the planning process
- Central point of contact for all wedding vendors the day of the event
- Vendor confirmations one week prior to event
- Review venue layout(s) and Wedding Day timelines that client has designed
- Management/leader of wedding rehearsal
- Day of wedding coordination from 9am-through the end of the event
- Oversee wedding timeline throughout the ceremony/reception to ensure all events are executed as desired
- Ensure that all special dances are done according to timeline
- Partner with the photographer to make sure they get their desired photos (for example; round up the wedding party for portraits, organize guests at the end of the night for exit, etc.)
- Distribute all day-of payments to vendors
- Assistance in wedding décor and centerpiece set up
- Set up of programs, guest book, party and exit favors, etc.
- Ensure party and exit favors are distributed
- Line guests up accordingly for grand wedding exit
- Coordinate checklist of who is responsible for taking home; gifts, cake topper, bridal portraits and keepsakes, and ensure that list is followed
- Facilitate and oversee vendor cleanup
- Coordinate the reception set up and tear down
- Additional miscellaneous tasks as requested

## DAY OF COORDINATION

\$1,000

This package is made for the super organized, DIY couple that have it all together. This client is only in need of a planner to manage their rehearsal and coordinate their big day! Weddings by Krista will ensure your timeline is followed, and everything is organized for your event.

- Unlimited emails with clients, in order to answer and questions about the planning process
- Central point of contact for all wedding vendors the day of the event
- Vendor confirmations one week prior to event
- Review venue layout(s) and Wedding Day timelines that client has designed
- Management/leader of wedding rehearsal
- Day of wedding coordination from 9am-AFTER DINNER
- Oversee wedding timeline throughout the ceremony/reception to ensure all events are executed as desired
- Ensure that all special dances are done according to timeline
- Partner with the photographer to make sure they get their desired photos (for example; round up the wedding party for portraits, etc.)
- Distribute all day-of payments to vendors
- Assistance in wedding décor and centerpiece set up
- Set up of programs, guest book, party and exit favors, etc.
- Ensure party and exit favors are distributed
- Additional miscellaneous tasks as requested

\*\*Please note, the DAY OF COORDINATION PACKAGE does not include organizing the grand exit or facilitating reception tear down and clean up. Your planner will part ways with you once all of your special dances, and dinner have been completed.