



WEDDING PLANNING & EVENTS



DAY OF WEDDING COORDINATION/MANAGEMENT

Package Starts At \$1,700.00

Our 'Day Of Wedding Coordination Package' is the perfect option if you want to plan the majority of your wedding, but need a professional coordinator on the day-of to answer questions, offer advice and coordinate the details so you can enjoy every moment of your wedding day without any worry of the background details.

This Package Includes

Pre Wedding:

Two in person pre wedding consultations, beginning 4 weeks prior to the event with one meeting held at the event venue.

Unlimited communication via phone, text and/or email.

Construction of detailed timeline of rehearsal, ceremony and reception

Confirmation of all wedding details with the appropriate vendors, i.e. arrival times, head count (including communication of rehearsal and wedding day timeline).

Facilitation of ceremony rehearsal

Wedding Day:

Event management, up to eight hours on-site

Coordination of the wedding and reception decor set up per event layout map.

Direction of the ceremony processional and wedding day schedule

Acting as point of contact for wedding vendors

Distributing flowers to wedding party and family members

Price increases with optional 'Al La Carte' items and crew member service.

DAY OF WEDDING Cont.

FLOURISH Wedding & Event Planning is **NOT** responsible for the following services:

The set up, styling or break down of ceremony or reception decor unless otherwise contracted to do so.

The setup and breakdown of tables, chairs, ect. unless otherwise contracted to do so.

Cleaning of rental items (i.e. plateware, flatware, glassware, ect.)

Return of rentals to rental company.

Hauling and disposal of any waste, recycling or garbage.

Payment (out of pocket) to vendors or others involved in the event.

Keeping guests from over-indulging in alcoholic beverages.

Settling an argument between guests or with vendors.

Transportation or organization of personal items belonging to Client or Client's guests (i.e. gifts, etc.)

Cleaning of venue property (bridal or groom suite) as well as cleaning of any transportation vehicle (limo or other).



PARTIAL WEDDING PLANNING

Package Starts At \$2,700.00

Our 'Partial Planning Package' is the ideal option for the couple who have already finished portions of their wedding planning but feel they could use assistance on the day-of the event. This package allows the couple to keep a 'hands-on' role in their wedding planning activities while working closely with our professional coordinators along the way.

This Package Includes

Pre-Wedding:

Three in-person pre wedding consultations, beginning 6 weeks prior to the event with one meeting held at the venue.

Unlimited communication via phone, text and/or email.

Construction of detailed timeline of the weeks prior to the event, rehearsal, ceremony and reception.

Confirmation of all wedding details with the appropriate vendors, i.e. arrival times, head count (including communication of rehearsal and wedding day timeline).

Facilitation of ceremony rehearsal

Overall design inspiration with the creation of rental placement map.

Supplying vendor recommendations.

Review vendor proposal and contracts

Wedding Day:

Event management, up to 10 hours on site

Assisting your set up team with placing of wedding and reception decor per event layout map.

Direction of the ceremony processional and wedding day schedule

Acting as point of contact for wedding vendors

Distributing flowers to wedding party and family members

Distributing final payments and gratuities to vendors.

Assisting the wedding guests as needed

Providing an emergency wedding kit.

Planners assistant for up to 5 hrs.

Price increases with optional 'Al La Carte' items and crew member service

PARTIAL PLANNING PACKAGE Cont.

FLOURISH Wedding & Event Planning is **NOT** responsible for the following services:

The set up, styling or break down of ceremony or reception decor unless otherwise contracted to do so.

The setup and breakdown of tables, chairs, ect. unless otherwise contracted to do so.

Cleaning of rental items (i.e. plateware, flatware, glassware, ect.)

Return of rentals to rental company.

Hauling and disposal of any waste, recycling or garbage.

Payment (out of pocket) to vendors or others involved in the event.

Keeping guests from over-indulging in alcoholic beverages.

Settling an argument between guests or with vendors.

Transportation or organization of personal items belonging to Client or Client's guests (i.e. gifts, etc.)

Cleaning of venue property (bridal or groom suite) as well as cleaning of any transportation vehicle (limo or other).



FULL SERVICE WEDDING PLANNING & EVENT MANAGEMENT

Price Starting At \$4,300.00

Our 'Full Service Wedding Coordination' package was designed for the couple who wants a full-time professional overseeing every aspect of their wedding day or weekend. This package also includes our management on site the day-of the event.

This Package Includes

Pre-Wedding:

- Unlimited in-person pre wedding consultations, with two meetings held at the venue.
- Unlimited communication via phone, text and/or email. General advice and consultation.
- Assistance with ceremony and reception venue location if needed.
- Design inspiration with a presentation of a virtual 'vision' board.
- Personalized wedding planning checklist helping to establish priorities and budget tracking.
- Bi-monthly emails with updates of the planning progress.
- Confirmation of all wedding details with the appropriate vendors, i.e. arrival times, head count (including communication of rehearsal and wedding day timeline).
- Creation of detailed schedule for the week before the wedding, wedding rehearsal, ceremony and reception.
- Construction of detailed timeline of the weeks prior to the event, rehearsal, ceremony and reception.
- Arrangement of all meetings with vendors, personal attendance to vendor selection meetings and vendor management.
- Review vendor proposals, handle negotiations and contracts review; track vendor deposits, payments, and due dates.
- Creation of rental placement map.
- Creation of event floor plan and layout.
- Facilitation of ceremony rehearsal.

Wedding Day:

- Full management the day of the event with your coordination team.
- Planners assistant for up to 5 hrs.
- Coordination and assistance with the setup of the ceremony and reception per the event layout map.
- Setup of wedding accessories such as guest books, place cards, favors, etc.
- Place table centerpieces and decor.
- Direction of the ceremony processional and wedding day schedule.
- Acting as the point of contact for wedding vendors.
- Distributing flowers to wedding the party and family members.
- Distributing final payments and gratuities to vendors.
- Assisting the wedding guests as needed.
- Providing an emergency wedding kit.
- Coordination of break-down and load out, day after the wedding.

FULL SERVICE WEDDING PLANNING & EVENT MANAGEMENT Cont,
FLOURISH Wedding & Event Planning is **NOT** responsible for the following services:

The set up, styling or break down of ceremony or reception decor unless otherwise contracted to do so.
The setup and breakdown of tables, chairs, ect. unless otherwise contracted to do so.
Cleaning of rental items (i.e. plateware, flatware, glassware, ect.) unless contracted to do so.
Facilitation of parking of guests vehicles unless otherwise contracted to do so.
Return of rental items to the rental company.
Hauling and disposal of any waste, recycling or garbage.
Payment (out of pocket) to vendors or others involved in the event.
Keeping guests from over-indulging in alcoholic beverages.
Settling an argument between guests or with vendors.
Transportation or organization of personal items belonging to Client or Client's guests (i.e. gifts, etc.)
Cleaning of personal or venue property (bridal or groom suite) as well as cleaning of any transportation vehicle (limo or other).
Yard maintenance (if event is hosted on private property)

'Al La Carte'

FLOURISH Wedding & Event Planning

Assistance in ordering save-the-dates, wedding invitations and all printed materials.
Tracking of guest RSVP's
Coordinating accommodations, transportation and child care.
Creation of ceremony and reception seating arrangement.
Assistance with purchase and curation of wedding favors and accessories.
Marriage License assistance.
Etiquette information.

Thank you for your consideration!