

2024 Wedding Packages

Event Planner Shi

 [@eventplannershi](https://www.instagram.com/eventplannershi)

	Package	Full Planning	Partial Planning	Month-of Coordination
		\$5,000	\$4,000	\$2,750
PRE-WEDDING	Maximum Onsite Day-of Hours	11	9	8
	Research & Recommend Venue	✓	-	-
	Research & Recommend Vendors	✓	✓	-
	Vendor Interviews	✓	-	-
	Create & Execute Wedding Design	✓	consultation	-
	Create Floor Plan	✓	✓	-
	Manage Event Rental	✓	-	-
	Assist Budget Planning & Tracking	✓	✓	-
	Confirm Vendor Needs & Details	✓	✓	-
	Create Planning Timeline	✓	✓	-
	Establish Priorities & Checklist	✓	✓	-
	Create Day-of Itinerary/Timeline	✓	✓	-
	General Advice & Consultation	✓	✓	✓
WEDDING DAY	Venue Walk Through	3	1	1
	Rehearsal Run-Through	✓	✓	✓
	Confirm & Coordinate with Vendors	✓	✓	✓
	Facilitate Ceremony	✓	✓	✓
	Coordinate Ceremony & Reception	✓	✓	✓
	Setup Ceremony & Reception Décor	✓	✓	✓
	Emergency Kit	✓	✓	✓
	Point of Contact for All Vendors	✓	✓	✓
	Manage Unforeseen Hiccups	✓	✓	✓
	Décor Cleanup	✓	✓	✓
	Oversee the Closeout	✓	✓	✓

- ❖ Each package is for guest size <60.
- ❖ Extra fee to include additional wedding assistant(s) may apply for a larger guest count.
- ❖ Packages are for Ceremony and Reception at the same location if on the same day; For event at >1 locations, packages apply to Reception unless otherwise requested.

MEAL

- Couple will provide hot meal during the Reception

TRAVEL FEE & ACCOMMODATION

- Apply to Rehearsal and Day-of traveling
- 30-60 miles outside of OR 97113: \$50/hr travel time
- >60 miles outside of OR 97113: \$50/hr travel time + Overnight Accommodation