



## *An Enchanted Occasion* Events & Design Packages

### Wedding Month of Coordination & Styling Package

Price: \$850.00 - \$1,500.00 — 30 Days Prior

- Initial consultation to discuss you, your fiancé, your love story, style, decor, vendors, traditions, timeline and vision for the day, etc... You can bring any wedding items (color swatches, contracts, planning book, access to Pinterest boards, other.) and we will go over your day in detail. *Typically takes 90 minutes to 2 hours.*
- Unlimited Communication via phone, email, & Skype.
- Walk Through Consultation / a final walk through of venue, the week of the big day (if needed) to walk, discuss final RSVP's, layout, last minute design ideas, budget, & final timeline of events.

#### Your choice of Day of Wedding Services needed:

50 Or Fewer Guests (includes up to 6 Hours of Service) = \$850.00.

51- 150 guests (includes up to 7-10 Hours of Service) = \$1,200.00.

More than 150 guests (includes 10+ Hours of Service) = \$1,500.00

#### Services Include:

- Review of vendor and family contact lists a week or more before the wedding
- Review of vendor contracts to assure proper timing and logistics
- Supervise vendor arrivals, load in and set up
- Assistance with pinning boutonnieres and distribution of bouquets.
- Rehearsal day services- to touch on all aspects of your processional and recessional, plus a quick run through with your officiant.
- Distribute final payments and gratuities to vendors at the end of the night.
- Transport gifts and gift cards to designated people/location.
- Full setup of your day- All your reception tables, chairs, centerpieces, sweetheart table, guest book table, gift and card table and ceremony florals and tables
- Setup of personal items (programs, sand ceremony, seating card, favors, etc.)
- Any items such as guest book, champagne flutes, etc. \*Planner will pack up all personal items once the wedding is over and arrange for items to get to persons (parents, MOH, brother, etc...elected by you and your fiancé) the day after your wedding.
- Collect personal items and DIY items 24 hours prior to the big day and will complete a list of items and placement.
- Full walk through of your venue(s) + meeting all your vendors in person (if needed).
- Access to Bridal Emergency Kit- deodorant, lip gloss, mints, etc.

## Partial Wedding Planning Package

Price: \$2,800.00 — 6 to 8 Months Prior (or as needed)

- All services included in Wedding Month of Coordination Package
- In person meetings (as needed) with your vendors, you + your fiancé.
- Assistance in decor direction to make sure your vision comes together cohesively on the day of your wedding.
- Review your layout, seating chart, and placement of decor- help create your vision where needed.
- Constant communication + updates to all vendors, you & your fiancé.
- Set up of additional decor such as guest favors, dessert table and escort cards.
- Full budget, vendor, and contracts review.
- If you would like online or print recognition, we will submit your wedding to publications on your behalf.

## Full Wedding Planning Package

Price: \$4,500.00 — 11+ Months Prior (or as needed)

- All services included in Partial Wedding Planning Package + 2nd Planner
- Attendance to all vendor meetings to make sure you are getting fair prices, you're getting what you asked for, and your vision is being met.
- Shared personal Pinterest board so we, along with your vendors, can customize your vision with you and see all the details on your wish list.
  - Set up of additional decor such as lighting, draping, vintage decor, and specialty decor such as arbors, etc
  - Advice on how to make your day unique and custom to your relationship.
  - DIY assistance to ensure any decor crafts are created to uphold professional quality.
  - Purchases on behalf of Bride and Groom as needed (pre-approved by Bride and Groom).
  - Help with guests- room blocking and hotel information for out of town guests.

## Getting Started Package

Price: \$400.00

Services Include:

First Consultation “Getting to know you and your Wedding” an in depth overview of you and your fiancé, your wedding needs, and how we can help you get started on the right track!

Two 1-2 hour meetings with a professional Wedding Coordinator & Designer to discuss your wedding vision, venue, plans, design & décor, timeline, vendors, etc.

A very thorough checklist to keep you on track

3 scheduled phone call meetings  
& unlimited emails & texts

Unlimited professional advice on coordination and the design process

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