



• EVENT PLANNING •

# BISHOP EVENT PLANNING

*Certified Event Planner and Bartender*

## CONTACT INFORMATION

(828) 458-8532

2619 Sweeten Creek Road

Asheville, NC 28803 – By appointment only

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<https://bishop-event-planning5.webnode.com/>

## ABOUT OUR COMPANY

Bishop Event Planning was founded by Megan and Matt Bishop, a husband and wife team from the Mountains of Western North Carolina. They started Bishop Event Planning with one main goal: to give every bride the opportunity to hire a certified wedding planner for their wedding without breaking the bank! Now, there are six employees hired under Bishop Event Planning and they are all dedicated to making YOUR big day special!

*“We were unable to afford a wedding planner for our wedding, I planned everything myself and quickly realized this is what I love to do. Unfortunately, because my mom was my decorator, I only got to spend a total of five minutes with her prior to mine and my now husband’s ceremony. If I had to do it all over again, I would have at least hired a day of coordinator. Therefore, we strive to take that burden away from all brides and their families”.*

*-Megan Bishop*



## WHAT MAKES US DIFFERENT?

Firstly, Bishop Event Planning is a certified event planning company, earning a diploma in wedding planning. Lastly, Bishop Event Planning offers two day of coordinators with many of our packages because we have found weddings flow smoother and look more put together when there are two coordinators present.



## CERTIFICATES AND AWARDS

- Wedding Planning Diploma (2019)
- Couples' Choice Award (2019)
- Couples' Selected Top Ranked Wedding Vendor in NC (2019)
- Licensed bartender (2019)

## REVIEWS

### **Robin Justus**

7/15/2018 via WeddingWire

*"We hired Megan to coordinate my daughter's wedding to take some of the stress off me. She did a wonderful job and freed up the time I could spend with my daughter on her big day. Thank you, Megan, for listening to what we wanted and making it happen. You are the best".*

### **Priscilla Beasley**

10/13/2018 via WeddingWire

*"Megan is amazing! You will not regret working with her. She was an absolute delight and made my job so much easier".*

## **BISHOP EVENT PLANNING'S PACKAGES**

*\*All packages include travel up to 60 miles of Asheville, NC*

### **Two Become One Package (day of coordinating): - starts at \$500**

#### **Throughout the planning process you will receive**

- \*Unlimited phone calls and emails
- \*2 planning meetings via phone or at our office
- \*Access to Bishop Event Planning's preferred vendors list
- \*Vendor confirmation on behalf of the couple
- \*Timeline creation (based on vendor confirmation calls and our meetings to create a seamless event)
- \*Point of contact for all vendors

#### **The day of you will receive**

- \*1 Lead coordinator
- \*6 total hours of coordination for ceremony and reception
- \*Management of timeline
- \*Management of all vendors
- \*Point of contact for family and guests

### **Happily Ever After Package (month of coordinating): - starts at \$999**

#### **Throughout the planning process you will receive**

- \*Unlimited phone calls and emails
- \*2 planning meetings via phone or at our office
- \*Access to Bishop Event Planning's preferred vendors list
- \*Vendor confirmation on behalf of the couple
- \*Timeline creation (based on vendor confirmation calls and our meetings to create a seamless event)
- \*Toss and pack list created
- \*Point of contact for all vendors

#### **The day before you will receive**

- \*1 hour of rehearsal coordination
- \*Confirmation that all décor has arrived to the venue

#### **The day of you will receive**

- \*1 Lead coordinator and 1 assistant coordinator
- \*12 total hours of coordination for ceremony and reception
- \*Facilitate on time arrivals of all vendors
- \*Decorate/set up décor provided by the clients
- \*DJ/Band timing (although this does not include MC services)
- \*Problem solve on behalf of the client as needed
- \*Distribute gratuity
- \*Management of timeline
- \*Management of all vendors
- \*Point of contact for family and guests
- \*Clean up our client's décor on behalf of the client
- \*Load décor into chosen vehicle

## **To Have & To Hold Package (partial planning): - starts at \$1500**

### *Throughout the planning process you will receive*

- \*Unlimited phone calls and emails
- \*3 planning meetings via phone or at our office
- \*Access to Bishop Event Planning's preferred vendors list
- \*Monthly check in starting from one year out via email to keep your planning on track
- \*Advice and suggestions during the planning process
- \*Vendor confirmation on behalf of the couple
- \*Timeline creation (based on vendor confirmation calls and our meetings to create a seamless event)
- \*Toss and pack list created
- \*RSVP management
- \*Point of contact for all vendors
- \*1 complimentary walk through of venue at 30 days prior

### *The day before you will receive*

- \*1 hour of rehearsal coordination
- \*Confirmation that all décor has arrived to the venue

### *The day of you will receive*

- \*1 Lead coordinator and 1 assistant coordinator
- \*12 total hours of coordination for ceremony and reception
- \*Facilitate on time arrivals of all vendors
- \*Decorate/set up décor provided by the clients
- \*DJ/Band timing (although this does not include MC services)
- \*Problem solve on behalf of the client as needed
- \*Distribute gratuity
- \*Management of timeline
- \*Management of all vendors
- \*Point of contact for family and guests
- \*Clean up our client's décor on behalf of the client
- \*Load décor into chosen vehicle

## **I Do Package (full planning) – starts at \$2500**

### *Throughout the planning process you will receive*

- \*Unlimited phone calls and emails
- \*4 planning meetings via phone or at our office
- \*Access to Bishop Event Planning's preferred vendors list
- \*Set up vendor appointments for you to attend
- \*Budget analysis
- \*Calligraphy invitations for up to 100 guests
- \*Access to all Bishop Event Planning's décor (must be reserved by 6 months prior)
- \*Monthly check in starting from one year out via email to keep your planning on track
- \*Advice and suggestions during the planning process
- \*Vendor confirmation on behalf of the couple
- \*Timeline creation (based on vendor confirmation calls and our meetings to create a seamless event)
- \*Toss and pack list created

- \*RSVP management
- \*Point of contact for all vendors
- \*2 complimentary walk through of venue

**The day before you will receive**

- \*2 hour of rehearsal coordination
- \*Confirmation that all décor has arrived to the venue

**The day of you will receive**

- \*1 Lead coordinator and 1 assistant coordinator
- \*12 total hours of coordination for ceremony and reception
- \*Facilitate on time arrivals of all vendors
- \*Decorate/set up décor provided by the clients
- \*DJ/Band timing (although this does not include MC services)
- \*Problem solve on behalf of the client as needed
- \*Distribute gratuity
- \*Management of timeline
- \*Management of all vendors
- \*Point of contact for family and guests
- \*Clean up our client’s décor on behalf of the client
- \*Deliver décor to chosen house (within 30 miles of venue)

**Customize your package:**

*Day of set up .....	\$125
*Day of cleanup .....	\$200
*Touring venue .....	\$100
*Wait staff buffet style (minimum of two) .....	\$150 each
*Wait staff plated (minimum of two) .....	\$200 each
*Bartenders (recommendation of two) with tips allowed for 5 hours.....	\$150 each
*Licensed bartenders (recommendation of two) with tips allowed for 5 hours.....	\$200 each
*Bartenders (recommendation of two) without tips allowed for 5 hours.....	\$300 each
*Licensed bartenders (recommendation of two) without tips allowed for 5 hours.....	\$500 each
*Security (recommendation of two) .....	\$200 each
*Rehearsal coordination .....	\$125
*Rehearsal dinner OR next day brunch planning/coordinating .....	\$200 each
*Rehearsal dinner OR next day brunch attendance and cleanup .....	\$150 each
*Transportation of items to and/or from venue .....	\$1 per mile with a minimum of \$100
*RSVP management .....	\$100
*Additional wedding coordinator.....	\$300 each
*Additional hours .....	\$100/hour with a 1 hour minimum
*Parking attendant (minimum of two) .....	\$125 each
*Child care (minimum depends on the number of children) .....	\$300 each
*Cake cutting .....	\$100
*Vendor contract reviewing .....	\$25/contract with a \$100 minimum
*Calligraphy signs .....	depends on size
*Calligraphy invitations .....	depends on amount
*Pre-ceremony personal assistant .....	\$200 for 5 hours
*Face to face planning appointments at our office .....	\$50 for 2 hour

**BISHOP EVENT PLANNING’S PACKAGES WITH OTHER VENDORS**

**The Basic Package + Photography (we work with AVL Foto for this package)**

- A) Ceremony photography only for 50 or less guests (50 edited photos) \$999
- B) Ceremony and cocktail hour photography for 50 or less guests (75 edited photos) \$1499
- C) 12 hours of photography for 50 or less guests (100 edited photos) \$1999

UPGRADES:

- 51- 100 Guests \$100
- 101-150 Guests \$150
- 151-200 Guests \$200
- 200+ Guests \$300
- Partial Planning \$200
- Full Planning \$400
- Bridal photos/Getting ready photos \$199 each
- Boudoir photos \$200

**The Basic Package + Hair/Makeup (we work with Flawless for this package)**

\*All packages include free touch up before hair/makeup artist leaves venue and timeline creation/vendor confirmation.

- A) Hair for the bride and 3 others with day of coordination for 50 guests or less - \$900
- B) Makeup for the bride and 3 others with day of coordination for 50 guests or less - \$900
- C) Hair and makeup for the bride and 3 others with day of coordination for 50 guests or less - \$1300

UPGRADES:

- 51- 100 Guests \$100
- 101-150 Guests \$150
- 151-200 Guests \$200
- 200+ Guests \$300
- Partial Planning \$200
- Full Planning \$400
- Flower girl hair/makeup for 8 and younger \$25 each
- Hair/Makeup consultation \$100 each
- Additional person for hair/makeup \$90 each

**The Basic Package + DJ (we work with Spinfire for this package)**

\*You are entitled to day of coordinating from Bishop Event Planning for six hours and DJ services from Spinfire Entertainment all day for one flat fee of \$1500.

**UPGRADES FOR THIS PACKAGE ONLY**

*Month of coordinating .....	\$200
*Partial planning .....	\$350
*Full planning .....	\$500

- \*More than 50 guests ..... \$50 per 50 guests added
- \*Up lighting .....\$300

**DÉCOR RENTAL**

*\*If you do NOT have a wedding package with Bishop Event Planning, there is a \$1 per mile delivery and pick up fee with a minimum of \$100.*

- \*Votives, mason jars OR lanterns .....\$5 per table
- \*Votives, mason jars OR lanterns AND wood rounds .....\$10 per table
- \*Votives, mason jars OR lanterns AND wood rounds AND table numbers .....\$15 per table
- \*Bar set up (if not using one of our bartenders) .....\$300
- \*Wood rounds only ..... \$6 each
- \*Table numbers only .....\$5 each
- \*Crystal candle holders ..... \$25 for 11
- \*Whiskey barrels .....\$75 for 2
- \*Wooden cable spindles with glass top .....\$75
- \*Wooden crates .....\$40 for 3
- \*Heart shaped sparkler ..... \$100 for 150
- \*Wood round for cake .....\$10
- \*Card box .....\$10
- \*Wedding signs .....\$5 each

**WEDDING BUNDLE #1: ..... \$75 (value of \$90)**

*1 welcome sign, 1 treat sign, 6 reserved signs, guest book sign, gift & cards sign, 1 memory sign, here comes the bride sign, card box*

**WEDDING BUNDLE #2: .....\$125 (value of \$175)**

*Votives OR mason jars OR lanterns, 1 welcome sign, 1 treat sign, 6 reserved signs, guest book sign, gift & cards sign, 1 memory sign, here comes the bride sign, card box*

**WEDDING BUNDLE #3: .....\$500 (value of \$660)**

*Votives OR mason jars OR lanterns, wood rounds, table numbers, pick whiskey barrels OR wooden cable spindles, wooden crates, access to all 39 wedding signs, crystal candle holders and card box.*