

Krystle Clear Events

Day of Coordination Is the perfect option for the couple that wants to plan the majority of their wedding, but needs a professional coordinator in the background to answer questions, offer advice and coordinate the details on their wedding day so they can sit back, relax and enjoy their perfect event.

This package includes **9 hours day of:**

- ◆ 2 pre-planning meetings
- ◆ 1 site visit (Create Custom Layout)
- ◆ Vendor recommendations
- ◆ Constructing a detailed wedding day timeline
- ◆ Confirming all details with the appropriate vendors prior to wedding
- ◆ Facilitating the ceremony rehearsal (or an additional hour can be used as needed)

Package : \$1350

Additional hours: \$75 hr.

Partial Planning Is an ideal option for the couple who may have already completed portions of their planning and require less assistance than a full service package. This couple wants to have a hands –on role in the process of planning their wedding with the assistance of a professional planner.

This package includes: **11 hours day of:**

- ◆ 3 pre-planning meetings
- ◆ 1 site visit (Create Custom Layout)
- ◆ Procurement of 3 vendors, and recommendations for others as needed
- ◆ Review of vendor contracts for accuracy
- ◆ Attendance or consultations for 3 vendor meetings
- ◆ Constructing a detailed wedding day timeline
- ◆ Confirming all details with the appropriate vendors prior to wedding
- ◆ Facilitating the ceremony rehearsal (Can be swapped for a planning meeting or extra day of hour)

Package: \$2000

Additional hours: \$75 hr.

Wedding Day coordination for both packages includes:

- ◆ Directing the ceremony Processional
- ◆ Assisting the wedding party and guests
- ◆ Overseeing and assisting with the set up of the ceremony and reception locations
- ◆ Distributing final payment and gratuity to vendors as needed
- ◆ Setup of the wedding accessories such as guest book, place cards, favors, head Table, etc.
- ◆ Stocked event emergency kit
- ◆ Coordinating pinning of boutonnieres and ensuring the VIP's receive flowers
- ◆ Dealing with any unforeseen hiccups
- ◆ Point of contact for all vendors
- ◆ **9 (Day of) or 11 (Partial) hours on-site** with your vendor team allowing you to enjoy every moment of your wedding without any worry of background details.

Extras 2 Locations \$100 | Weddings over 200 guests: Assistant \$150 (5hrs) | Travel outside of Portland over 25 miles \$100 (\$33 Site Visit, \$33 Rehearsal, \$34 Day of)



Krystle Allen

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Full Service Coordination is for the couple who wants a full-time professional overseeing every aspect of their wedding day or weekend. As your coordinator we help you come up with your vision and ensure you stay on track while planning your wedding. This includes but not limited to monthly planning meetings, coordination of all vendors, accountability and support while making decisions that bring your wedding to life.

This package includes: (Pre Wedding)

- ◆ Wedding planning timeline preparation and creating a wedding checklist
- ◆ Establishing priorities, developing and tracking the budget
- ◆ Ceremony and reception venue location assistance
- ◆ Vendor recommendations, negotiations and bookings with review of vendor contracts
- ◆ Vendor management and attendance at meetings
- ◆ Site Visit (Create Custom Layout)
- ◆ Creation and execution of a design scheme including rentals
- ◆ Assistance in ordering save-the-dates, wedding invitations and all printed materials
- ◆ Help Procuring wedding favors and accessories
- ◆ Assistance with lodging accommodations, transportation
- ◆ General advice and consultations
- ◆ Monthly meetings & coordination time
- ◆ Confirming all details with vendors
- ◆ Facilitate ceremony rehearsal

Day of:

- ◆ Directing the ceremony processional
- ◆ Coordinating and assisting with the setup of the ceremony and reception
- ◆ Setup of wedding accessories such as guest book, place cards, favors, etc.
- ◆ Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- ◆ Acting as the point of contact for all vendors
- ◆ Assisting the family, wedding party and guests as needed
- ◆ Distributing final payment and gratuity to vendors
- ◆ Providing a stocked emergency kit
- ◆ Dealing with any unforeseen hiccups
- ◆ Coordinate load-out
- ◆ Unlimited time on-site with your coordination team allowing you to enjoy every moment of your wedding day without any worry of background details.

Package: \$4000.00



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