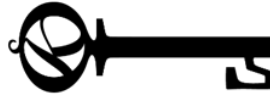




## The Initial Consultation



The Initial Consultation allows us to get to know one another and to talk about the areas of support you will need for your wedding. It lays the groundwork for the day with a fully custom package. Any questions that arise will be answered and we will begin building the event you have been dreaming about. But, best of all.... it's free!

## The Silver Key Package



The Silver Key Package is the perfect amount of support for the couple who loves to plan and does not want their friends or family to have to work at the wedding.

As your Event Crew we will....

- ⌘ Meet with you at your Ceremony & Reception venue to create a custom floor plan that describes where each highlight table and decoration will be placed
- ⌘ Arrive up to 3 hours before your wedding ceremony to set up all your tables, chairs, linens and decorations for your ceremony and your reception
- ⌘ Keep the packing materials organized and return all your personal belongings and décor to their boxes safely for you to cherish
- ⌘ Return to your Ceremony to either flip the room or break down completely if in a different location from the reception.
- ⌘ Return 1.5 hours before the end of your venue contract to break down, pack away and clean up your wedding reception area.

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Investment ranges from \$1234.56 - \$1579.13



## The Gold Key Package



The Gold Key Package or Day of Wedding Coordination includes but is not limited to all of the tasks in the Silver Key Package plus the following....

- ⌘ Begin working closely with you upon signing our agreement for monthly consulting either face to face, over the phone or over video chat
- ⌘ Receive and review all copies of signed contracts of all your hired wedding professionals
  - ⌘ Contact all vendors to introduce us as your coordinator
  - ⌘ Meeting with the couple (*family/ friends, if desired*) at the venue for a walk-through, paint the picture of the whole day
- ⌘ Organizing a day of wedding schedule to highlight the times and details of the wedding events
- ⌘ Lead the wedding party through a wedding ceremony rehearsal
- ⌘ Guiding Family, Friends, and wedding party through the Ceremony & Reception, managing all hired professionals throughout the entire event
  - makes final payments & tips to vendors
  - holds on to your licenses
  - point of contact for venue and all hired vendors

Investment ranges from \$2468.10 - \$3691.35

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## The Platinum Key Package



The Platinum Key Package is your first-class experience for full or partial wedding planning and is for the couple who wants to sit back, relax, and enjoy the ride! The services in the Platinum Key include all services in Silver and Gold Keys plus....

- ⌘ Consults with you about the design and atmosphere you like for your guests
- ⌘ Provides you up to 3 options of each professional category (DJ, Baker, Designer, Rental Co, Florist, Chef or Cater, Photobooth or Artist, Musicians, on site seamstress, Makeup artist, Hair stylist, Venue, Photographer, Videographer, etc.)
- ⌘ Schedules tastings, meetings, and tours (up to 3 per category)
- ⌘ Creates a fully custom wedding design with décor, monograms, style
  - ⌘ Creates your Food and Beverage Menu
- ⌘ Oversees your Wedding budget with our fully detailed Budget tracking form

Investment ranges between \$4567.89 - \$6543.21 (*plus 18% of vendor contracts signed*)

*In the event that you feel that you need more support to either package or that these packages do not meet your needs. You may also hire us for an hourly rate of \$125.00 per hour to complete any task of your choice. Kita Events NW is here to make sure that you get all of your needs met so that your wedding will be a perfect day that you and your guests will never forget.*

Package Choice: \_\_\_\_\_

Spouse 1 Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse 2 Sign: \_\_\_\_\_ Date: \_\_\_\_\_