



Wedding and Event Service Packages

First Initial Consultation is provided at no charge. At this meeting, I will discuss the services I provide and will help you, as the client, determine which package is best suited for you.

Full Service Wedding/Event Package - Pricing based on individual budget. If your wedding budget is \$20,000 and above, the cost of this service will be 12% of your total ending budget. If your wedding budget is \$19,999 and under, the set price for this service is \$3,000.

This package is designed for the client who prefers full planning assistance. This will include:

- Collaboration website to keep organized and on task with detailed timelines, calendars, guest spreadsheets, availability for creation of a website, vendor payment schedule and so much more!
- Unlimited number of consultations with you via phone, email and in person.
- Assistance in budget determination and breakdown as needed
- Discussion of theme, color, style and complete wedding design as needed
- Research of wedding professionals in each category that fit your event style and budget and to provide you with suggestion and guidance in making the final selections, as needed
- Final appointment scheduled with your caterer and ceremony location and any other final vendor appointments you would like for me to be a part of.
- Giving direction to vendors the day of the wedding/event in regards to setup and breakdown
- Creating and executing a full day-of timeline to be approved by the client and to distribute to all vendors and contributing parties of the wedding/event
- Visit to both ceremony and reception sites prior to wedding
- Follow up telephone calls to all contracted vendors 1 week before the wedding/event day.
- Wedding rehearsal supervision and guidance with a 2 hour maximum. Day of rehearsal will be determined by ceremony location and availability of wedding coordinator.
- On-site coordination and supervision at the ceremony site and during the reception for an unlimited amount of hours on the day of your wedding.
- Setting up all clients personal wedding/event items (i.e. ceremony programs, place cards, table numbers, champagne flutes, cake cutting knives, display tables – décor provided by the client).
- Please note that the services listed above do not include running any wedding related errands such as picking up or delivering attire, supplies or equipment, documents, etc. If you would like **Kelly Kennedy, Weddings & Events** to have responsibility for any of the above errands, this can be arranged by adding an additional \$200.00 to the package price.



Partial Planning and Design - \$1,800

Our most popular package!!!! This package is designed for the couples that have the beginning stages of their wedding planned, but need help in figuring out the logistics of everything else; whether it is the floor plan, rentals, additional vendors needed, or making sense of where you are at in the planning so far, and even help in creating design plans and bringing your vision to life. Whether you want guidance in the tablescapes, linen choices or going through your Pinterest page to sort through your pins (and many more design options), I will assist in bringing your vision to life. This selected package will begin 5 months prior to the wedding day.

In this package you will also receive everything that is included into the Wedding Management Package. This package includes:

- Floor Plan Design using a dedicated online software
 - Knowledge of all table, chair, place setting and linen rentals (plus additional rentals for design)
 - Two design meetings (in addition to the 2 meetings that you will receive from the Wedding Management Package), each meeting lasting no more than 2 hours.
 - Onsite design meeting with design vendors (this is considered one of your design meetings)
 - Guidance in vendor selection and suggestions on which necessary vendors will fit your style and budget
 - Creation of a design board that will illustrate, with pictures, your vision from the moment your guest walk in to your wedding ceremony until the very end of the reception.
 - ***All major vendors must already be selected (i.e., venue, caterer)
- Please note – if you request more meetings or additional work than what is noted above, I will require an upgrade in your package to the Full Service Package.*



Wedding Management Package - \$1100

This package is designed for those who are comfortable doing the bulk of the planning on their own; booking their own vendors and working with those vendors based on their contract guidelines. The client will also be responsible for working out the logistics of the wedding details (i.e. event room layout, place card/seating chart arrangements, timeframe of bridal party getting ready, etc.) prior to Kelly Kennedy's involvement starting **6 weeks prior** to the wedding/event date. Although my services do not begin until 6 weeks prior to the wedding/event date, I do require all vendor contracts emailed or mailed to me immediately upon booking those vendors as well as updates or changes made throughout the planning process. I require being kept informed on all wedding details via email as this will help both the client and I stay organized once the 6-week planning period begins prior to the wedding date.

This package will also include:

- Consultation meeting 6 weeks prior to the wedding/event date to get all updates on the wedding/event details. Plus two additional consultations prior to the wedding/event if needed.
- Phone calls and emails to all contracted vendors introducing myself as well as gathering information needed from each vendor to include into the day-of timeline
- Creating and executing a full day-of timeline to be approved by the client and to distribute to all vendors and contributing parties of the wedding/event
- Visit to both ceremony and reception sites prior to wedding
- Follow up telephone calls to all contracted vendors 1 week before wedding day
- Wedding rehearsal supervision and guidance with a 2 hour maximum. Day of rehearsal will be determined by ceremony location and availability of wedding coordinator.
- Giving direction to vendors the day of the wedding/event in regards to setup and breakdown
- On-site coordination and supervision at the ceremony site and during the reception for an unlimited amount of hours on the day of your wedding.
- Setting up all clients personal wedding/event items (i.e. ceremony programs, place cards, table numbers, champagne flutes, cake cutting knives, display tables – décor provided by the client)
- Please note that the services listed above do not include running any wedding/event related errands such as picking up or delivering attire, supplies or equipment, documents, etc. If you would like **Kelly Kennedy, Weddings & Events** to have responsibility for any of the above errands, this can be arranged by adding an additional \$200.00 to the package price and due with the final balance the week before the wedding/event.

**Please note: any wedding guest count over 150 people, a \$200 fee will apply for additional assistance for set up and help throughout the wedding.