







Wedding Management \$1,300

If you're excited to plan your wedding and do the bulk of planning by yourself but want some extra help pulling the final details together, then this is the perfect package for you. This package begins **6** weeks before your wedding date. At this meeting we discuss timeline, ceremony processional, vendor information and contracts, set up details, and floor plan. After this meeting, we take over and begin working with your vendors. In addition to what has already been mentioned, we have listed the additional information included into this package:

- Your coordinator will be assigned to you prior to the 6 weeks start date
- We require all vendor contracts sent to us prior to your start date (this gives us the opportunity to read through your contracts and ask questions at the meeting)
- A detailed timeline and vendor list with contact information final approval by client prior to sending to all the vendors
- Venue walk through
- Phone call and email communication to all your vendors
- Leading your rehearsal with a 2-hour time limit ***Rehearsal time is based on coordinator's availability. We sometimes have a wedding on the day of your rehearsal and will need to adjust your rehearsal time based on our availability this also pertains to your venue's availability for rehearsals.
- Direction for vendors and set up details on the wedding day
- On-site coordination and supervision at the ceremony site and during the reception for an unlimited number of hours on the day of your wedding
- Setting up all clients' personal wedding/event items (i.e. ceremony programs, place cards, table numbers, event signage, etc.)
- Running ceremony processional
- Keeping day-of timeline on track throughout entire day















Partial Planning + Design \$2,500

Our Most Popular Package!!! This package has been created for the couple that has started the process of planning, have their major vendors booked (venue, caterer, photographer, DJ) and either get stuck on the next steps or just don't know how to execute their vision for the wedding. Starting 5 months before the big day, we will assess where you are at in the planning process, put together a plan of what vendors still need to be booked and create a design that will be unique to you.

- In this package, you will also receive everything that is included into the Wedding Management Package.
- This package includes:
- Initial meeting to work on our plan for our next steps
- · Design meeting
- Mood board (presented in a PDF format of inspiration pictures of what your design will look like)
- Design cost spreadsheet created to show total cost of design
- Knowledge of all table, chair, place setting and linen rentals (plus additional rentals for design)
- Onsite design discussion with design vendors
- Floor Plan design and creation
- Guidance in vendor selection and suggestions on which necessary vendors will fit your style and budget















Full Service Planning \$5,000

Most couples contract this service when their busy lives or careers keep them from having extra time to plan a wedding or if they have no idea where to begin and want to make sure that they are doing everything right. If this sounds like you, then the Full Service package is perfect for you! We typically book this package shortly after the couple gets engaged and have yet to start any of the planning process yet.

Included into this package:

- Collaboration website to keep organized with checklist, budget creation, guest management, design style boards, vendor payment schedule, calendars, and much more!
- Unlimited number of consultation via phone, email and in person
- Assistance in budget determination and breakdown
- Administrative work including ordering save the dates, invitation and sending out to your guests
- Design creation
- Research of wedding professionals in each category that fit your event style and budget
- Handling of all vendor contracts and attend meetings
- Keeping a detailed checklist of new tasks
- Creation of detailed timeline, floor plans and vendor list
- Finalizing all details with vendors
- Leading rehearsal with a 2-hour limit
- First one in and last one out on the wedding day

