

Jenny Oersini

WEDDINGS AND EVENTS





Congratulations!

Thank you for considering Jenny Orsini Events Inc! We can't wait to hear about you, your plans, your vision and we look forward to talking about how we can help make your planning process stress free and enjoyable!

Our Philosophy:

The foundation of an exceptionally executed event begins with the connection we make and the trust we earn from our clients. It's an essential element in ensuring we reach the full potential of your vision. Beyond the details and design, we focus our energy on you. With a belief in quality over quantity, we approach each event as if it's our very own. We aim to infuse your personal style into every detail of your event. It's a labor of love, and a reflection of our passion for bringing each client an exclusive planning experience. Simply put: we aim to elevate the ordinary.

Planning your event should be stress-free and enjoyable! (Did I mention we like to have fun?) We will work hard, and laugh often...all while we translate your inspiration into a design that truly embodies your style and personality. Your confidence in our team is the drive that ensures each event is thoughtfully planned, expertly executed, and, above all, flawlessly yours.

Inside you will find our event planning, management, and design services. Our services have been carefully created to ensure a perfect fit for each and every client. Please review and contact us to schedule a complimentary consultation!

Let's Party!



Full Service Event Planning and Design/Styling

The Jenny Orsini Events team will guide you through the entire event planning experience.

From design and décor conceptualization to full scale production, we will manage every intricate detail of your event. Utilizing our unique and innovative approach, we will ensure your event design has a cohesive feeling from beginning to end. This is a comprehensive package designed for the discerning client seeking all the bells and whistles. Most services begin between 12 to 15 months before the wedding.

Details:

Initial complimentary consultation

Regular consultations and meetings

Personalized planning itinerary and wedding budget

Etiquette advisement

Access to our online wedding management tool/planning lounge

Assistance with the selection and booking of any and all venues and vendors

Contract review and negotiation

Vendor Management: create and manage detailed timeline, production schedule, payment schedule and itinerary of event for all vendors

Invitation assembly, mailing, and personalized RSVP tracking, including follow up with non-responders

Guest list management: including assistance with seating charts, floor plans, guest accommodations, guest transportation, out-of-town guest packages and gifts

Cocktail hour and after-party planning

Assistance with finding any pre-event or rehearsal dinner location

Assistance with bridal shower planning and design

Full Design and Styling: Assistance in creating an overall theme, concept, and vision for your event.

Customized mood boards

Unlimited recommendations of vendors from our network of top rated event professionals and design specialists that will expertly execute the inspired vision of your event

Acquisition of essential design elements to complete your vision, including: linens, lighting, rentals, stationery, and custom designed special touches.

Menu tasting and assistance with menu selections and details

Final site walk through, assistance with floor plans

Preparation of a personalized wedding day itinerary/timeline

Vendor confirmations

Rehearsal coordination and instruction

Event day management with complete staff: including pre ceremony preparations, installs, set up and breakdown

Investment starts at \$15,000



Partial Planning and Design/Styling

We will mix together every detail of your inspiration & vision with our unique design concepts, blending the two together with originality and flair, to produce a customized décor plan. Designed for clients that love to plan, yet have a "sweet tooth" for innovative, inspired design concepts that will leave a lasting impression. This package also provides the fundamental planning and logistical tools in the final six months of the planning process.

Details:

Initial complimentary consultation

Monthly planning meetings

Create customized planning timeline and assist with completion of final "to do's" with regard to all wedding planning processes in the final months leading up to the big day

Budget management

Assistance with guest hotel bags

We will offer stylistic input and work with you to develop a unique event design incorporating elements such as color, texture, dimension, theme, personality, etc. Design will allow for an aesthetic that reflects your style and ensures visual impact, while respecting your budget. As your guide, we will make suggestions for stationery, florals, linens, table settings, special entertainment, lighting, decorative touches, etc. Includes a custom mood board

We will recommend, and act as a liaison on your behalf, with our preferred design specialists so that your vision is accurately communicated and executed.

Creation and reveal of your inspired table setting, displaying your florals, linens, chairs, tableware, lighting, stationery, favors, etc. Reveal is set as event date approaches. We want you to see and feel your design so that you have confidence in your choices

Coordinate the order process on any and all necessary event rentals

Final site walk through

Creation of a wedding day timeline, rehearsal coordination, vendor confirmations and full wedding day management with any necessary installs, set up, and delivery and return of all rentals

Investment starts at \$8500



Final Details and Wedding Day Management

Perfect for the couple that has done all the planning, but wants to enjoy every aspect their BIG day without having to worry about managing all the fine details! We will "take the reigns" and oversee the final coordination so you can sit back and just enjoy your wedding day. Services start at the three month mark.

Details:

- Initial complimentary consultation
- One consultation appointment as wedding day approaches. This meeting is necessary in order to accurately communicate your vision.
- Ongoing contact with your wedding planner via phone and email. We will ensure you have not overlooked any final detail.
- Collection of all vendor contracts. Final review to ensure there are no timeline gaps or missing services
 - Vendor recommendations for those not yet secured
 - Preparation of a personalized wedding day itinerary/timeline
 - Management of vendors for the wedding day, including: collection of necessary insurance documents, confirming arrival times, venue's procedures and details & timeline for event
 - Creation and delivery of hotel gift bags (contents are a separate fee)
 - Rehearsal coordination and instruction
- Collection of items (if needed) at rehearsal to be brought and set up on wedding day such as: candles, guest book, favors, toasting glasses, place cards, etc.
- Complete wedding day coordination with minimum of two professional day of coordinators
- Overseeing and directing the ceremony and reception. This includes, but is not limited to, the following:
 - Making sure that you, your groom and family are comfortable and have all the attention and service you need while getting ready for the big day.
 - Receiving deliveries and greeting vendors
 - Distributing copies of your wedding day itinerary to all vendors
 - Distribution of final payments and gratuities to all vendors
 - Overseeing proper set-up of ceremony location
- Management of reception site set up: Assure all centerpieces, favors, place cards and décor are properly placed in accordance with couple's décor plan.
 - Access to our essential wedding day emergency kit
- Assisting with distribution and pinning of all corsages, boutonnieres, wedding flowers and flower baskets, ring pillows etc.
 - Greeting your guests and directing them to ceremony area
 - Finding and ensuring your flower girl and ring bearer are ready to walk down the aisle. Lining up, preparing and cueing wedding party for processional.
- Making sure you're ready to walk down the aisle, ensuring you and your dress look absolutely perfect for your entrance
 - Ensuring musicians are cued for correct pace and timing
 - Ensuring you and your bridal party are prepared for formal pictures
- Ensuring you, your groom and bridal party enjoy the cocktail hour festivities (and food!) Ensuring your music entertainment is prepared for your entrance and has correct pronunciation of the members of your bridal party
 - Work closely with venue staff to ensure reception flows smoothly

Investment starts at \$4250

Next Steps...

It's all about you!

Please email us the details about your big day (style of wedding, locations, timing, design inspiration, budget, etc) We'd love to know more about where you are in your planning process. Once we have this additional information we can schedule a complimentary consultation to discuss your needs and how we may be able to assist you.

We look forward to hearing from you!

Contact Information:

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