
jen leslie
EVENTS

2019

Wedding Planning +
Floral Services

Carina Skrobecki Photography



*Wedding Planning, Design
and Floral Pricing*

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PEMA + BRIAN
SUNSET CLUB, SEATTLE, WA
WILEY PUTNAM PHOTOGRAPHY

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01
WHY HELLO THERE

Attentive
Modern
Intentional
Organized
Stylish



All of the things a wedding designer & planner should be right? We are Jen Leslie Events and we are a 3-person wedding design house. We say “design house” because really, that’s what we are — a collection of artists all under one roof. Whether your wedding or event needs every minute detail planned or you are just needing a little finesse on the final touches, we got you.

ASHLEY + SAMIR

AXIS PIONEER SQUARE, SEATTLE, WA
TONIE CHRISTINE PHOTOGRAPHY

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We find fresh inspiration in every client's story



Kristen Honeycutt Photo Co.

JEN OWENS
OWNER / LEAD PLANNER + DESIGNER

02
A BIT ABOUT US

We have spent the last 5 years putting together weddings all over the state and our mindset and mission has remained the same — it's more than how things look, it's about how all those details make you and your guests feel. We find fresh inspiration in every clients story, and we will work to fill your event with details and moments as unique as you are. In everything, we want you and your guests to feel welcomed, at ease, and more than a little amazed!



STEPHANIE HAKE
ASSOCIATE PLANNER



KELSEY WOJTASIAK
ASSOCIATE PLANNER + DESIGNER



03

PLANNING + DESIGN PACKAGES

We've compiled our most popular planning + design requests into three options. However, as always, please inquire with specifics regarding your event. Chances are we can tailor a custom option combining many of our services.



SAMMY + DAN
SODO PARK, SEATTLE WA
ALISHA TOVA PHOTOGRAPHY

[CLICK TO SEE FULL GALLERY](#)



PACKAGE ONE

FINAL COORDINATION

You've planned every detail of your big day and now you want it to go off seamlessly. We'll start working with you 3 months prior to your wedding to create a custom timeline, floor plan and vendor contact sheet. Then we'll connect with each of your vendors to ensure everyone is on the same page and all of the logistics have been smoothed out. The JLE team will be the first to arrive and the last to leave on the big day, making sure every candle is lit, every place card has been set, and every detail is accounted for. While this is also referred to as "day-of coordination", it is so much more!

SERVICES UPON BOOKING

- Complimentary consultation
- Kick-off meeting to ensure you're headed in the right direction. We can also make vendor recommendations for anyone you haven't booked
- One, in-person meeting eight weeks prior to the wedding to discuss logistics and review the timeline. Preferably this meeting would be at the venue to finalize the floor plan (site visit travel fees may apply if outside of the greater Seattle area)
- One in-person meeting four weeks prior to the wedding to finalize décor set-up, seating assignments and any pending items
- Coordination with all vendors starting 3 months before the wedding to finalize details
- Custom Wedding Workbook – this includes floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, wedding style summary, and a vendor contact sheet
- Coordination of your wedding ceremony rehearsal
- Execution of your wedding:
 - On-site the day-of to manage the timeline,
 - Set-up of items such as programs, favors, table numbers, guest book and décor
 - Distribution of vendor gratuities
 - Confirm gifts and personal items are handed over to a delegated person and clean-up is complete
 - Use of the wedding planner's emergency kit
- Available to you by phone or email throughout the planning process
- Includes travel time in the greater Seattle area

Package starts at \$2,400

PACKAGE TWO

PARTIAL PLANNING + DESIGN

Maybe you've dreamed of planning your wedding for years, and so far finding a venue and booking a few of your vendors is going great. However, now you're stuck and all of the to-do's are piling up, plus you want to ensure your specific vision and hard work is executed just so. The Partial Planning package is a great solution as we will begin working closely together starting 6 months before your wedding. We'll walk through what you have planned thus far and assist in filling in the gaps. Whether that's vendor recommendations and management, decor ideas, wedding etiquette assistance, or simple tools to help you track everything.

SERVICES UPON BOOKING

- Complimentary consultation
- Vendor research and recommendations to ensure you have the best in the industry. Including contract reviews and negotiation (when applicable), as well as scheduling and attending all vendor meetings to assist in final selections. We'll be the main point of contact with each of your vendors, always working on your behalf
- Vendors included, but not limited to:
 - Baker
 - Band/DJ
 - Calligrapher/Paper
 - Goods Designer
 - Caterer
 - Hair Stylist + Makeup Artist
 - Officiant
 - Photographer
 - Rentals (linens, tenting, etc.)
 - Transportation
 - Videographer

- Design Consulting - includes a wedding color palette and mood board, along with specialty linen and table top design recommendations
- Additional planning documents such as our tipping reference, little black vendor book and wedding day packing list
- Exclusive access to our online planning tool (Aisle Planner) which includes a comprehensive planning checklist, budget template and tracking, guest list database, as well as vendor contact information that we will maintain. Includes invoice tracking and access for up to four planning partners (also mobile friendly!)
- Monthly meetings (either in person, phone/Skype), starting 6 months prior to the wedding. Ideally two of these meetings would be at the venue so we can do a thorough walk-through and finalize the layout. Another meeting will include your catering tasting and final menu selection. At each meeting we'll discuss the planning details, overall design, as well as review the bride + groom's checklist to discuss planning and design details. We will create an agenda for each meeting and send follow-up notes with your action items to keep you organized
- Custom Wedding Workbook – this includes floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, wedding style summary, and a vendor contact sheet
- Coordination of your wedding ceremony rehearsal

- Execution of your wedding:
 - On-site the day-of to manage the timeline,
 - Set-up of items such as programs, favors, table numbers, guest book and décor
 - Distribution of vendor gratuities
 - Confirm gifts and personal items are handed over to a delegated person and clean-up is complete
 - Use of the wedding planner's emergency kit
- Available to you by phone or email throughout the planning process
- Includes travel time in the greater Seattle area
- Includes two assistants on the day of the wedding

Package starts at \$4,500



YUKI + MIKE

JM CELLARS, WOODINVILLE, WA
DAVIS CHO PHOTOGRAPHY

PACKAGE THREE

FULL SERVICE PLANNING + DESIGN

Your wedding should be beautiful, personalized, memorable, fun, and flawlessly executed. With our full service planning and design package we'll walk you through the planning process step by step so that you never feel overwhelmed. We'll get to know you and your fiancé and design a distinct celebration for your family and friends. We recognize that your life is full, you might not know where to begin and that you're looking for a professional to guide you along the way.

SERVICES UPON BOOKING

- Complimentary consultation
- Venue research and recommendations to help you select your ideal wedding venue. Including contract review and negotiation, as well as scheduling and attending up to 4 site visits
- Vendor research and recommendations to ensure you have the best in the industry. Including contract reviews and negotiation (when applicable), as well as scheduling and attending all vendor meetings to assist in final selections. We'll be the main point of contact with each of your vendors, always working on your behalf
- Vendors included, but not limited to:

• Baker	• Officiant
• Band/DJ	• Photographer
• Calligrapher/Paper	• Rentals (linens, tenting, etc.)
• Goods Designer	• Transportation
• Caterer	• Videographer
• Hair Stylist + Makeup Artist	
- Custom Design Narrative - a start to finish visual design of your wedding day. We'll walk you through a document of the visual elements of your wedding day through written descriptions, images, sketches and swatches, so you have a tangible representation of the overall design

Includes, but is not limited to:

- Wedding color palette and mood board
- Paper goods
- Floral inspiration
- Custom decor
- Floor plans (noting lighting, draping and/or tenting if applicable)
- Linens
- Specialty rentals
- Creative design vendor management - once we've landed on your final designs we'll then oversee executing each element with your vendor team
- Custom Wedding Workbook – this includes floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, wedding style summary, and a vendor contact sheet
- Exclusive access to our online planning tool (Aisle Planner) which includes a comprehensive planning checklist, budget template and tracking, guest list database, as well as vendor contact information that we will maintain. Includes invoice tracking and access for up to four planning partners (also mobile friendly!)
- Additional planning documents such as our tipping reference, little black vendor book and wedding day packing list
- Monthly meetings (either in person, phone/Skype), to discuss planning and design details and review the bride + groom's checklist. We will create an agenda for each meeting and send follow-up notes with your action items to keep you organized
- Coordination for out of town guests including hotel blocks, transportation, and distribution of welcome gifts
- Coordination of your wedding ceremony rehearsal
- Custom Wedding Workbook – this includes floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, wedding style summary, and a vendor contact sheet

- Execution of your wedding:
 - On-site the day-of to manage the timeline,
 - Set-up of items such as programs, favors, table numbers, guest book and décor
 - Distribution of vendor gratuities
 - Confirm gifts and personal items are handed over to a delegated person and clean-up is complete
 - Use of the wedding planner's emergency kit
- Available to you by phone or email throughout the planning process
- Includes travel time in the greater Seattle area
- Includes two assistants on the day of the wedding

Package starts at \$6,000+



Wiley Putnam Photography



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FLORAL DESIGN

Please note that we only offer floral design in conjunction with one of our planning packages. We do this intentionally as we prefer to work intimately with each of our couples on both the floral design and planning details. This allows us to ensure that your bridesmaid dresses, napkins and stationary perfectly match your blooms.



PEMA + BRIAN
SUNSET CLUB, SEATTLE WA
WILEY PUTNAM PHOTOGRAPHY

[CLICK TO SEE FULL GALLERY](#)

FLORAL DESIGN

In addition to planning your big day, we can create beautiful florals to match the aesthetic, ambiance and color palette of your wedding or event. Our style is focused on lush, organic arrangements that highlight fresh seasonal products. Whether you need flower crowns, floral chandeliers, or one of a kind centerpieces in addition to your bouquets and ceremony arrangements, we'll ensure your blooms are stunning. Our expert team is able to get you and your wedding party down the aisle, as well as ensure your bouquet looks perfect (and so much more!)

SERVICES UPON BOOKING

- Complimentary consultation
- Design Meeting – 9-6 months prior to your wedding we'll sit down in person and gather insight on the wedding aesthetic you're trying to create, your favorite blooms, and the quantities of each floral item that you are interested in. From there we'll create a custom proposal for you to review with up to 3 proposal revisions
- Using seasonal florals that are mostly locally sourced, ensuring the longest lasting and highest quality. We'll design the florals for your wedding focusing on colors, textures, style and presentation

Floral Design includes, but is not limited to:

- Bridal Bouquet
 - Bridesmaid Bouquets
 - Boutonnieres
 - Corsages
 - Flower Crowns
 - Alter Florals
 - Aisle Florals
 - Aisle Petals
 - Cocktail Table Floral
 - Centerpieces
 - Floral Chandeliers
 - Custom Florals
 - Installations
 - Head Table Florals
 - Guest Book/Gift
 - Table Florals
 - Cake Table Florals
 - Lounge Florals
- Delivery of personal flowers to one hotel or location, other than the wedding venue (must be within 20 miles or less, otherwise all personal flowers will be delivered to the venue), on the day of the wedding
 - Set-up and tear-down of all floral elements we are providing according to the proposal.
 - Vase and equipment rental included
 - Includes travel time in the greater Seattle area
 - Includes two assistants on the day of the wedding

[Inquire for a custom proposal](#)

05

A LA CARTE SERVICES

ENGAGEMENT PARTY PLANNING

Wahoo, you're engaged, let's celebrate! Let us plan your engagement party so you can relax, enjoy and drink more champagne! Whether that's a small family gathering for 30, or a cocktail reception for 100 at your favorite bar, we'll help select the menu, order invitations, decorate the space and be your hostess behind the scenes.

Inquire for pricing

REHEARSAL DINNER PLANNING

Planning a wedding is more like planning three events in one: the rehearsal dinner, the ceremony and the reception. Let us ease your stress by planning a welcoming rehearsal dinner for your families and the wedding party. This dinner is one of our favorites of the wedding weekend because it officially kicks-off the festivities and it's the first time you start to realize that everyone in the room is there for you and your fiancé. We'll book the venue, help you select the menu and ensure the space looks stunning whether that's with fresh florals, intimate candle light or a view of the pacific northwest.

Inquire for pricing

VENDOR BOOKING

If you're looking for assistance booking one of your vendors, let us know, we'd love to help! We'll work with you to secure a vendor that matches your personality, budget and design aesthetic.

\$150 per vendor

DAY-AFTER WEDDING BRUNCH PLANNING

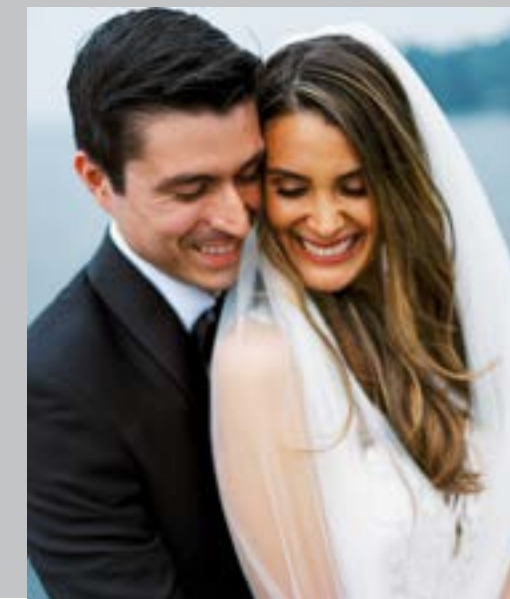
Whether you're looking for an intimate brunch with your immediate family, or a large celebration with out of town guests, the wedding party and family, we can plan a delicious and relaxing day-after wedding brunch!

Inquire for pricing



“A friend recommended Jen to us, and she was phenomenal! Jen know’s what she is doing, knows what questions to ask, knows how to make the process seem manageable and even fun! She made all of it easy and translated our vision perfectly.”

COURTNY + STUART
SEATTLE, WA



JENNY + CHRIS
SEATTLE TENNIS CLUB, SEATTLE, WA
RYAN FLYNN PHOTOGRAPHY

[CLICK TO SEE FULL GALLERY](#)



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“Thank you so much for your wonderful work in putting our wedding together- it was exactly what we envisioned-- intimate, cozy, and personal. Thank you also for such great recommendations on the vendors- they were all amazing.”

AYUMI KIJIMA
TOKYO, JAPAN



19

2019 SERVICES

INVITATION ASSEMBLY

Let us save you hours by assembling all of your invitations for you! We'll work with your stationary designer to pick-up all of your invitation suite items, assemble, stuff and mail all of your invitations. We'll crosscheck your invite list to ensure each guest is receiving an invite.

Includes assembly of invitation (including tied ribbon and/or belly band), response card and envelope, registry, driving directions or any additional information, main envelope, and stamp(s). (additional charges will apply for boxed invite assembly, rounded corner cut outs and/or additional items requiring more time and attention)

Pricing starts at \$100 for up to 75 invitations (\$25 for every additional 25 invites)

FAVOR ASSEMBLY

Whether it's tying ribbons on 250 chocolate boxes, or creating one of a kind fans so guests keep cool during the outdoor ceremony, we can take those time consuming projects off your todo list. We're available to help you create your favor, or if your heart is already set on something, we can simply assemble them for you. We'll ensure your favors are something your guests will remember!

Inquire for pricing

WELCOME BAG CREATION AND ASSEMBLY

Just like the favors, if you're looking for help assembling and delivering your welcome bags, we're here to help you! We can work with you to create a custom bag full of all that the northwest has to offer and we'll be sure to include something sweet, salty and refreshing! Welcome bag items are not included in pricing.

Inquire for pricing

PAPER GOODS CREATION AND ASSEMBLY

Ran out of time to create your escort cards? Can't seem to find the perfect table numbers? Let us create them for you! Whether you're looking for little flags to adorn each of your cocktail straws, or a custom backdrop for your dessert bar, we can create and assemble any of your day-of paper goods. Paper and supplies not included in pricing.

Inquire for pricing



RACHEL + RYAN

DELILLE CELLARS, WOODINVILLE, WA
KATE PRICE PHOTOGRAPHY

[CLICK TO SEE FULL GALLERY](#)

THANK YOU! WE LOOK FORWARD
TO CONNECTING WITH YOU.

jen leslie
EVENTS

*Wedding Planning, Design
and Floral Pricing*

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Arlene Chambers Photography