



Weddings & Events
by Raina



***All-Inclusive
Luxury Wedding Package***

From \$12,000

Let us put the you back in your wedding. This grand occasion should be enjoyed by the people that matter most... You and your family. With only four of these exclusive packages booked per year, you can expect our team of planners to handle every single detail...it will be as if you have received an invitation to your own wedding.

From the moment you book, your package will include...

- Complimentary initial consultation as well as as many in-person meetings as desired, including on-site visits
- Unlimited emails, phone calls and 24hr. access
- "Vendors We Love" list from our carefully curated & researched vendors

During the planning process your package will include...

- Assistance in developing & customizing your personal wedding design
- Scheduling and attending of all vendor meetings as well as following through on booking & managing your vendors
- Budget review, payment reminders and contract review and negotiation
- Be the main point of contact for all vendors to ensure efficient timing for the event
- Hotel coordination for out-of-town guests
- Mailing "Save The Date" cards
- Addressing assembling and mailing Wedding Invitations
- Receive and manage all RSVPs
- Plan your rehearsal dinner
- Assemble wedding favors
- Gift wrap attendant gifts
- Arrange all wedding transportation
- Assist with honeymoon travel plans
- Assist with bachelor/bachelorette party plans
- Create a comprehensive Master Timeline for your wedding day and distribute to all vendors
- Attend your final venue walk through at your ceremony and reception sites & review your BEO (banquet event order)



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On the week of your wedding your package will include...

- Provide a personal concierge to the parents of the bride & groom
- Confirmation calls to all vendors finalizing details, scheduling, and timing
- Create "Welcome" bags for out of town guests
- Pick up wedding dress and bridal accessories from your bridal boutique
- Attendance and coordination of your wedding ceremony rehearsal
- Coordination of your rehearsal dinner

On your wedding day your package will include...

- Provide a personal assistant to the bride to be by your side for the duration of your day
- Three additional event planners to assist your family and guests
- Receiving all day-of deliveries & overseeing the set up and breakdown of the entire event
- Set-up and breakdown of personal items (ie. cake cutter, family photos, guest book, etc.)
- Provide tissues for "happy tears" at the ceremony
- Create baskets of snacks & emergency items for attendant's dressing rooms
- Create baskets for guest restrooms (mints, nylons, hairspray, bobby pins, mouthwash, etc.)
- Distribute vendor gratuities/final payments
- "Romance" your bridal suite with champagne and flower petals
- Include an emergency kit of items such as safety pins, fashion tape, pain reliever, floral materials, scissors, stain remover, bandaids, and so much more. You'll be amazed at what you will need when.
- On-site coordination & supervision at your ceremony and during the reception until all scheduled events have taken place

While you are on your honeymoon your package will include...

- Bringing your bridal gown and bouquet in for preservation
- Returning tuxedo rentals
- Writing your "Thank You" cards



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***Full Service
Event Planning & Coordination***

From \$6,000

From engagement to farewells, our Full Service package includes the options below bringing together every detail for a thoughtfully tailored, unique and memorable event.

From the moment you book, your package will include...

- Complimentary initial consultation
- "Vendors We Love" list from our carefully curated & researched vendors

During your planning process your package will include...

- Unlimited emails and phone calls
- As many in-person meetings as necessary for a successful event , including on-site visits
- Assistance developing and customize your personal wedding design
- Budget review & payment reminders
- Schedule & attend vendor meetings
- Booking & managing your selected vendors
- Hotel coordination for out-of-town guests
- Attend your final meeting (walk through) at your venue and review the BEO (Banquet Event Order)
- Creation of comprehensive Master Timeline for the day to be distributed to all vendors

The week of your wedding your package will include...

- Confirming all details with your vendors to ensure efficient timing for the day
- Attendance and coordination of your ceremony rehearsal (up to 1.5 hours)

The day of your wedding your package will include...

- Two additional event planners to assist
- Receive all day-of deliveries & oversee set-up & breakdown
- On-site coordination and supervision at your ceremony and during the reception.
- Set up of personal items at ceremony and reception such as guest book, place cards and favors.
- Set-up & breakdown of personal items (i.e. cake cutter, family photos, guest book, etc.)
- Distribute any vendor gratuities provided
- Coordination until all the scheduled events have taken place during your wedding day.
- An emergency kit of items such as safety pins, double sided tape, Tylenol, floral materials, and more.
You'll be amazed at what you'll need, and when!



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***Month Of
Event Coordination***

From \$3,000

Our Month of Coordination package is not just services for the day of your wedding. This comprehensive package includes up to 10 hours on your wedding day, and many hours of planning prior to your wedding. We know the nuances specific to your wedding can be stressful in the lead up to your big day, so this package allows you to go into your wedding knowing everything is taken care of, so you can focus on getting married.

From the moment you book package will include...

- Complimentary initial consultation, plus three in-person meetings
- "Preferred" vendors list from our hand picked & researched vendors
- One on-site visit to your ceremony and reception locations
- Unlimited emails & phone calls

During the month of your event...

- Create comprehensive Master Timeline for your wedding day to ensure all runs smoothly
- Confirm all details with your vendors, sharing the timeline with them
- Attend your final venue walk through & review the BEO (Banquet Event Order)

On your wedding day your package includes...

- Two additional event planners
- Coordination of your ceremony rehearsal
- Receiving all day-of deliveries & oversee the set-up and breakdown of the event
- Set up of personal items at ceremony and reception such as guest book, place cards and favors.
- Distribute any vendor gratuities provided
- On-site coordination and supervision at your ceremony and during the reception.
- An emergency kit of items such as safety pins, double sided tape, Tylenol, floral materials, and more.

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Day Of Event Coordination

From \$2,000

If you've already planned it all yourself, we can ensure everything runs smoothly. Allow us to coordinate with your vendors & manage the details so you can relax and enjoy! This package includes up to 8 hours on your wedding day as well as three weeks of planning prior to your wedding.

From the moment you book, your package will include...

- Complimentary initial consultation
- "Preferred" vendors list from our hand picked & researched vendors
- One on-site visit to your ceremony and reception locations
- Unlimited emails & phone calls

Two weeks before your wedding your package will include...

- Confirmation of all the details with your vendors
- Development of detailed wedding timeline which will be shared with all your vendors
- Attendance and coordination of your ceremony rehearsal (up to 1 hour)

On your wedding day your package will include...

- One additional event planner to ensure all runs smoothly
- Receiving all day-of deliveries & oversee the set-up and breakdown of the event
- Set up of personal items at ceremony and reception such as guest book, place cards and favors.
- Distribute any vendor gratuities provided
- On-site coordination and supervision at your ceremony and during the reception.
- An emergency kit of items such as safety pins, double sided tape, Tylenol, floral materials, and more.
You'll be amazed at what you'll need, and when!