



Month of Coordination:

Services begin 6 weeks prior to wedding day!

Our Month of Coordination option includes the following:

PLANNING

Two face to face consultations prior to wedding day to discuss details

Unlimited emails & phone conversations for finalizing wedding day logistics

Create a detailed wedding day timeline/itinerary (from setup to break down) to be approved by couple prior to wedding day and distributed to all vendors

Create ceremony and reception layout based on final guest count

VENDOR RELATIONSHIP

Personally contact all vendors and introduce ourselves as your coordinator

Review and confirm wedding day timeline with vendors

Attend final venue walk through to familiarize with event space, seating & room layout for ceremony and reception

REHEARSAL SERVICES

Arrange and coordinate wedding rehearsal

Upon request, provide itinerary to wedding party with wedding day specifics

WEDDING DAY

Complete wedding day coordination (up to 10 hours) including setup/breakdown

One additional assistant available on wedding day for up to 200 guests

Oversee vendor set up of ceremony and reception space

Point of contact for all vendors (filter questions, approve deliveries, troubleshoot)

Set up personal decor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart

Assist couple and wedding party as needed prior to ceremony

Distribute bridal bouquet, bridesmaid bouquets, boutonnieres, and corsages

Organize wedding party to ensure everyone is in place and ready for ceremony

Orchestrate couple's entrance, wedding toasts, speeches, special dances, bouquet toss, garter toss, and grand exit to adhere to timeline

Collect personal items/gifts and ensure they are with designated person and ready for the end of the night

Package starts at \$1,200



Day of Coordination:

Services begin 3 weeks prior to wedding day!

Our Day of Coordination option includes the following:

PLANNING

One face to face consultations prior to wedding day to discuss details
Unlimited emails & phone conversations for finalizing wedding day logistics

WEDDING DAY

Complete wedding day coordination (up to 10 hours) including setup/breakdown
One additional assistant available on wedding day for up to 200 guests
Oversee vendor set up of ceremony and reception space
Point of contact for all vendors (filter questions, approve deliveries, troubleshoot)
Set up personal decor, such as card box, toasting flutes, special photos, guest book, unity candle, place cards, table numbers, seating chart
Assist couple and wedding party as needed prior to ceremony
Distribute bridal bouquet, bridesmaid bouquets, boutonnieres, and corsages
Organize wedding party to ensure everyone is in place and ready for ceremony
Orchestrate couple's entrance, wedding toasts, speeches, special dances, bouquet toss, garter toss, and grand exit to adhere to timeline
Collect personal items/gifts and ensure they are with designated person and ready for the end of the night

Package starts at \$800

AVAILABLE ADD ONS WITH PACKAGE:

REHEARSAL SERVICES

\$100

Arrange and coordinate wedding rehearsal
Upon request, provide itinerary to wedding party with wedding day specifics

ADDITIONAL HOURS

\$80 each additional hour
\$110 each additional hour if assistant is needed



À La Carte and Add-ons:

Tell us what you need!

TRAVEL

\$0.50 each mile after 60 miles from Houston, TX

ADDITIONAL 1HR FACE TO FACE OR VIRTUAL CONSULTATION

\$80 when added to a package

ADDITIONAL HOURS – MUST HAVE BOOKED PACKAGE

\$80 each additional hour

\$110 each additional hour if assistant is needed

CREATE A DETAILED WEDDING DAY TIMELINE/ITINERARY (FROM SETUP TO BREAK DOWN)

\$160

REHEARSAL SERVICES

\$100

Arrange and coordinate wedding rehearsal if prior to wedding day

DESIGN CONSULTATION

\$160

Hour and a half consultation with founder, or design consultant

ENGAGEMENT PARTY/BRIDAL SHOWER/COUPLE'S SHOWER

\$250

One hour consultation and 2 hours of set up for party

\$500

One hour consultation and 6 hours for set up and party coordination

INVITATION ASSEMBLY

\$100

Additional charge if invitation exceeds 100