



Planner: Fairy Godmother Events Inc.
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Your Special Day

MONTH OF COORDINATION

Month of Coordination is a perfect option if you want to plan the majority of your wedding, but need a professional coordinator in the background to answer questions, offer advice and coordinate the details on the wedding day so you can enjoy your perfect event! This package includes:

Pre-Wedding

- Two pre-wedding consultations
- Supplying any needed vendor recommendations
- Constructing a detailed wedding day timeline
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Wedding Day

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Dealing with any unforeseen hiccups
- Up to eight hours on-site with *your* coordination team, allowing you to enjoy every moment of your wedding day

❖ Pricing Begins at \$1,200

PARTIAL PLANNING PACKAGE

Our Partial Planning Package is a wonderful option for the couple who may have already completed portions of their planning and require less assistance. This offering is designed to allow the couple a hands-on role in their planning activities along with our professional assistance to guide them along the way. This package includes:

Pre-Wedding

- Three pre-wedding consultations
- Vendor contract review
- Vendor recommendations
- A detailed wedding day timeline
- Confirmation of all details with the appropriate vendors prior to the wedding
- Facilitation of the ceremony rehearsal

Wedding Day

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Acting as the point of contact for all vendors
- Assisting the wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Dealing with any unforeseen hiccups
- Up to ten hours on-site with *your* coordination team, allowing you to enjoy your day without fussing over the details

❖ Pricing Begins at \$1,800

FULL SERVICE PLANNING

For the couple who want a full-time professional overseeing every aspect of their wedding day or weekend. This package includes:

Pre-Wedding

- Wedding planning timeline preparation and creating a wedding checklist
- Establishing priorities, developing and tracking the budget
- Ceremony + reception venue location
- Vendor recommendations, negotiations and bookings
- Contract review
- Vendor management
- Creation and execution of a design scheme
- Assistance in ordering save-the-dates, wedding invitations and all printed materials
- Tracking of guest RSVP's
- Assistance in selecting wedding favors & accessories
- Coordinating accommodations, transportation and child care
- Marriage License
- Etiquette information
- General advice and consultation
- Unlimited meetings and coordination time
- Attendance at vendor meetings
- Confirming all details with the appropriate vendors prior to the wedding
- Facilitating the ceremony rehearsal

Wedding Day

- Directing the ceremony processional
- Coordinating and assisting with the setup of the ceremony and reception
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIP's receive flowers
- Acting as the point of contact for all vendors
- Assisting the family, wedding party and guests as needed
- Distributing final payment and gratuity to vendors
- Dealing with any unforeseen hiccups
- Coordinate load-out
- Unlimited time on-site with *your* coordination team allowing you to enjoy every moment of your wedding day without any worry of background details

❖ Pricing Begins at \$3,000