



EVENT PLANNING
COORDINATION
CUSTOM DESIGN

FINN@FINNEVENTS.COM
(978) 223-5947



WEEK-OF COORDINATION

WEDDING DAY

LEAD COORDINATOR FOR 8 HOURS

OVERSIGHT AND HELP WITH EVENT SET-UP AND TEAR-DOWN

GREET AND DIRECT VENDORS

COORDINATE SCHEDULE OF EVENTS

PLANNING

WEEK-OF VENDOR POINT OF CONTACT

1 VIRTUAL CONSULTATION MEETING TO REVIEW EVENT DETAILS

PERSONAL PORTAL FOR ALL PLANNING NEEDS

UNLIMITED EMAIL COMMUNICATION MONTH OF THE WEDDING

REHEARSAL

INCLUDES 1 HOUR CEREMONY REHEARSAL ON THURSDAY

BEFORE THE WEDDING (ADDITIONAL AVAILABILITY IS

AVAILABLE UPON REQUEST BUT NOT GUARANTEED)

RATE

\$1500 (100 GUESTS OR LESS)

\$1900 (100 GUESTS OR MORE)

CUSTOMIZATIONS AVAILABLE



MONTH-OF COORDINATION

WEDDING DAY

LEAD COORDINATOR FOR 10 HOURS
OVERSIGHT AND HELP WITH EVENT SET-UP AND TEAR-DOWN
GREET AND DIRECT VENDORS
COORDINATE SCHEDULE OF EVENTS

PLANNING

MONTH-OF VENDOR POINT OF CONTACT
1 VIRTUAL CONSULTATION MEETING
REVIEW EVENT DETAILS, TIMELINE AND LAYOUT
1 VENUE WALK-THROUGH
PERSONAL PORTAL FOR ALL PLANNING NEEDS
UNLIMITED EMAIL COMMUNICATION THROUGH THE PLANNING PROCESS

REHEARSAL

INCLUDES 1 HOUR CEREMONY REHEARSAL ON THURSDAY
BEFORE THE WEDDING (ADDITIONAL AVAILABILITY IS
AVAILABLE UPON REQUEST BUT NOT GUARANTEED)

RATE

\$2000 (100 GUESTS OR LESS)
\$2400 (100 GUESTS OR MORE)
CUSTOMIZATIONS AVAILABLE



PARTIAL PLANNING

WEDDING DAY

LEAD COORDINATOR FOR 10 HOURS

OVERSIGHT AND HELP WITH EVENT SET-UP AND TEAR-DOWN

GREET AND DIRECT VENDORS

COORDINATE SCHEDULE OF EVENTS

PLANNING

2 VIRTUAL DETAILS MEETINGS

1 VENUE VISIT

SUPPORT WITH TIMELINE, LAYOUT, DESIGN AND DETAILS

CURATION

VENDOR RECOMMENDATIONS

REVIEW ALL VENDOR CONTRACTS AND PLANS.

VENDOR POINT OF CONTACT (3 MONTHS PRIOR).

PERSONAL PORTAL FOR ALL PLANNING NEEDS.

UNLIMITED EMAIL SUPPORT.

REHEARSAL

INCLUDES 1 HOUR CEREMONY REHEARSAL ON THURSDAY

BEFORE THE WEDDING (ADDITIONAL AVAILABILITY IS

AVAILABLE UPON REQUEST BUT NOT GUARANTEED)

RATE

\$3000 (100 GUESTS OR LESS)

\$3500 (100 GUESTS OR MORE)

CUSTOMIZATIONS AVAILABLE

FULL PLANNING

WEDDING DAY

LEAD COORDINATOR FOR 10 HOURS

OVERSIGHT AND HELP WITH EVENT SET-UP AND TEAR-DOWN

GREET AND DIRECT VENDORS

COORDINATE SCHEDULE OF EVENTS

RILEY
ANDERT

BRYAN
SMITH

PLANNING

VENUE SOURCING AND CONTRACT NEGOTIATION

VENDOR SOURCING AND CONTRACT NEGOTIATION

DESIGN AND RENTALS CURATION AND SOURCING

(MENU PLANNING AND CURATION)

3 FULL PLANNING MEETINGS

3 VENDOR MEETINGS

UP TO 3 VENUE VISITS

VENDOR POINT OF CONTACT THROUGH THE PLANNING

PROCESS

PERSONAL PORTAL FOR ALL PLANNING NEEDS.

UNLIMITED EMAIL SUPPORT.

REHEARSAL

INCLUDES 1 HOUR CEREMONY REHEARSAL ON THURSDAY

BEFORE THE WEDDING (ADDITIONAL AVAILABILITY IS

AVAILABLE UPON REQUEST BUT NOT GUARANTEED)

RATE

\$4500 (100 GUESTS OR LESS)

\$4900 (100 GUESTS OR MORE)

CUSTOMIZATIONS AVAILABLE

THE DETAILS

RECEPTION INFORMATION
MV SKANSONIA
205 NE NORTHLAKE WAY
SEATTLE, WA

ATTIRE
COCKTAIL

ACCOMMODATIONS
COURTYARD BY MARRIOTT
925 WESTLAKE AVENUE NORTH
SEATTLE, WA 98109

RSVP BY JUNE 17 AT
zola.com/wedding/rileyandbryan

WEDDING DAY
SATURDAY, JUNE 17, 2023
5:00 PM - 10:00 PM
MV SKANSONIA, SEATTLE, WA

REHEARSAL
THURSDAY, JUNE 15, 2023
6:00 PM - 7:00 PM
MV SKANSONIA, SEATTLE, WA

Find us at find.usatweds.com

(973) 223-5047

PACKAGE CUSTOMIZATIONS

LEAD COORDINATOR EVENT TIME \$150/HOUR

ASSISTANT DAY-OF COORDINATOR \$100/HOUR (4 HOURS MINIMUM)

REHEARSAL DINNER COORDINATION \$850 (6 HOURS)

REHEARSAL DINNER PLANNING AND COORDINATION \$2000 (8 HOURS)

CONSULTATION MEETING \$200

VENDOR MEETING \$150

FLORAL

FLORAL PACKAGES START AT \$2000

ASK ABOUT CUSTOM FLORAL OPTIONS