

honey

BEAR

EVENTS



Planning Guide



Hey there!

My name is Melissa, and I am the founder of Honey Bear Flowers and Events. It is my passion to cultivate and execute your vision with a touch of style and elegance. Your inspirations and preferences spark our creativity to provide you with the wedding event of your dreams. We're here to do all of the heavy lifting, so you can sit back and truly experience the celebration of your perfect day.



We appreciate how crucial every detail is in planning a memorable event. No matter what stage of wedding and event planning you're currently in, at Honey Bear Events we will walk you through the planning process every step of the way. Our partial and full event planning packages also include event design, which helps in bringing together all visual elements for a cohesive look and feel. We will be the first on-site and the last to leave to ensure a flawless event.

Execution

All of our packages include Event Execution:

- First to arrive and last to leave the venue
- Manage the timeline, vendors and guests
- Set up details specific to your design
- Distribution of vendor gratuities
- Follow specifications and venue rules
- Personal flower distribution including bouquets, corsages, and pinning of boutonnieres.
- Provide specific table directions to guests as they enter the reception location.
- Oversee processional and cue music.
- Supervise timing of all events according to the production schedule and make adjustments when necessary.
- Confirm gifts and personal items are handed over to a delegated person
- Manage full décor and vendor set up and break down.



Planning

Final Coordination

Starting at \$1,850

Includes

Kick-Off Meeting

Get to know you and gather details to make sure you are headed in the right direction. We can also make vendor recommendations for anyone you haven't booked.

Vendor Logistics

Coordination with all vendors starting 3 months before the wedding to finalize details.

Site Visit of Selected Venue Meeting

On-site meeting eight weeks prior to the wedding to discuss logistics and review the timeline.

Custom Wedding Workbook

A custom workbook that includes your floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, event style summary, and a vendor contact sheet. Copies of this workbook will be distributed to family, vendors, and site managers.

Vendor Logistics

Create and distribute directions, parking information, and pertinent details for the venue to all vendors.

Contract and Codes

Familiarization with the venue's site requirements and gather all the necessary permits, codes of conduct, fire restrictions, as well as proof of insurance for all vendors per venue requirements.

Guestlist Template

Template to input your guest list and track RSVPs and meal selections

Wedding Rehearsal

Organize and lead the rehearsal

This package is for the couple who have it all figured out but would like a team to run the show so they can enjoy their day.



Packages

Our full service or partial planning packages were designed to be customized to fit your needs.



Partial Service

Starting at \$4,500

This package is meant for the couple who knows what they want, has secured some vendors but needs some help in adding the special touches to tell their story.

Includes:

- Vendor Recommendations
- Site Visits, Meetings and Communication
- Catering Coordination
- Contract and Codes
- Monthly Checklist
- Custom Wedding Workbook
- Custom Signage
- Vendor Logistics
- Guestlist Template
- Wedding Rehearsal

Full Service

Starting at \$8,000

This package is meant for the couple who would like to sit back and let us handle all of the details from start to finish.

Includes:

- Venue Selection and Recommendations
- Budget Planning and Management
- Custom Design
- Vendor Recommendations and Selections
- Site Visits, Meetings and Communication
- Catering Coordination
- Contract and Codes
- Monthly Checklist
- Custom Wedding Workbook
- Custom Signage
- Vendor Logistics
- Guestlist Template
- Wedding Rehearsal

The Full Detail

Venue Selection and Recommendations

Support in finding the ideal wedding venue. Includes site walk through before securing.

Budget Planning and Management

A consultation covering every aspect of your wedding to determine your tastes, style, and priorities. We will create a custom budget worksheet for your wedding and continuously send you updates throughout the planning process.

Custom Design

We'll walk you through each of the visual elements of your wedding day, from start to finish. This mood board and custom design packet will include written descriptions, images, sketches, and swatches, so you have a tangible representation of the overall design.

Design Recommendations

Gather your look and feel and ensure this is executed throughout the entire event. We will identify your color palette and recommend styles for specialty linen and tabletop design.

Vendor Recommendations

Access to our vendor list and specific suggestions given based on your style, priorities, and budget. All vendors are pre-qualified to ensure they are available on your wedding date.

Site Visits, Meetings and Communication

One meeting or walk through per month to discuss logistics and special planning. Meetings include vendors and venue management when needed. Unlimited phone calls and emails so you are always in the know.

Catering Coordination

Schedule and attend catering meetings and tastings to negotiate and ensure a smooth process.

Contract and Codes

Familiarization with the venue's site requirements and gather all the necessary permits, codes of conduct, fire restrictions, as well as proof of insurance for all vendors per venue requirements.

Monthly Checklist

A detailed monthly list of to-dos for every aspect of your wedding. We will keep you on track with monthly reminders of the tasks to be completed so you have peace of mind during the planning process.

Custom Wedding Workbook

A custom workbook that includes your floor plans for the ceremony and reception (with assigned seating if preferred), a minute-by-minute timeline, event style summary, and a vendor contact sheet. Copies of this workbook will be distributed to family, vendors, and site managers.

Custom Signage

Escort cards, welcome signs, menus, etc. will be designed specifically with your event look and feel.

Vendor Logistics

Create and distribute directions, parking information, and pertinent details for the venue to all vendors.

Guestlist Template

Template to input your guest list and track RSVPs and meal selections

Wedding Rehearsal

Organize and lead the rehearsal



Additional Services

Custom Design

A two-hour design consultation to create design concepts that will work to seamlessly connect each space, including ceremony, cocktails, reception, and after-party. We will explore your personal style and design wish list. This meeting will result in a personalized mood board that mirrors your personality and style. This visual road map includes images of design elements, fabric swatches, color samples, floral inspiration and rental images. We will discuss the budget and continue to communicate the overall cost. All rental orders will be placed and managed by the Honey Bear Events team. This service is included in full-service package but can be added to partial packages and final coordination.

RSVP Management

Let Honey Bear Events deal with tracking response cards and compiling information on a detailed spreadsheet. On your behalf, we will follow up with guests who did not respond by the due date.

Transportation

Select and contract group transportation to and from your venue that will best suit you and for your guests, including limousines, shuttles, vans and motor coaches.

Rehearsal Dinner

We will search for locations, obtain quotes for you to choose from, and offer suggestions for the style and feel of your event. We'll help you select the menu and ensure the space looks stunning whether that's with fresh florals, intimate candlelight, or an amazing view.

Guest Accommodations

We will offer Recommendations, assist with contract negotiations, and maintain communication with hotels regarding room blocks.

Invitation Suite

We will meet with you to discuss your invitation design needs and provide a detailed quote for your approval. Mock ups and samples will be provided and discussed to ensure ideal look and feel. Services include hand addressing using calligraphy, stuffing and mailing.



let's do this

I can't wait to meet you and get to know more about your dream day! Our first step is to set up a complimentary consultation followed by a customized proposal based on what you are looking for.

YES, I'M READY

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