

EVENTS
LYFE

WEDDING PLANNING *packages*



PETALS
PACKAGE

\$2,000



BLOOMING
PACKAGE

\$4,000



BLOSSOM
PACKAGE

\$8,000



ESSENTIALS PACKAGE

\$1,250

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ESSENTIALS

package

- (6-8) Hours of On-Site Assistance the Day of the Wedding
- (3) meetings with the Client will be scheduled to covering all wedding details
- Review all the vendor contracts provided by Client and produce a minute-by-minute timeline of the wedding day
- Unlimited emails and phone calls during the 2-month period before the wedding
- Review all the vendor contracts signed and executed by Client
- Review and proof BEO (Banquet Event Order) provided by Catering Manager
- Contact Service Providers for arrival and end times, including strike time
- Communicate venue's policies and procedures for unloading, set up and tear down
- Confirm all vendor orders and quantities on rental Items
- Distribute Client- approved timeline to all vendors at least 1 week before wedding date
- Assist Officiant and orchestrate ceremony rehearsal with bridal party and family
- Communicate with musicians on ceremony song selections and cueing wedding party for processional
- Communicate and manage banquet staff regarding set ups and compliance of floor plans
- Direct ushers with seating and program distribution
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance
- Prepare and handle final payments and gratuities to vendors

ESSENTIALS PACKAGE

\$1,250

PETALS

package



PETALS PACKAGE

For the couple who has already booked all their vendors and has taken on the planning of the wedding but needs someone to manage the details to enjoy the day of the wedding.

\$2,000

During the (3) months prior to the wedding, (6) meetings with the Client will be scheduled to cover the following:

- (8-10) Hours of On-Site Assistance the Day of the Wedding
- Review all the vendor contracts provided by Client and produce a minute-by-minute timeline of the wedding day
- Final detail meeting with client, meet at venue if available.
- Unlimited emails and phone calls during the 2-month period.
- Up to (10) Hours of On-Site Assistance
- Review all the vendor contracts signed and executed by Client.
- Review and proof BEO (Banquet Event Order) provided by Catering Manager.
- Contact Service Providers for arrival and end times, including strike time.
- Communicate venue's policies and procedures for unloading, set up and tear down.
- Confirm all vendor orders and quantities on rental Items.
- Distribute Client- approved timeline to all vendors at least 1 week before wedding date.
- Assist Officiant and orchestrate ceremony rehearsal with bridal party and family.
- Communicate with musicians on ceremony song selections and cueing wedding party for processional.
- Communicate and manage banquet staff regarding set ups and compliance of floor plans.
- Attend sound check with band musicians/DJ and review formalities and song selections.
- Direct ushers with seating and program distribution.
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance.
- Provide client with marriage license information.
- Prepare and handle final payments and gratuities to vendors.

B L O O M I N G

Package

BLOOMING PACKAGE

For the client who has flexibility with their schedules and wants EventsLYFE to assist with design, offer vendor referrals, provide unlimited professional advice and manage the details of the wedding day.

\$4,000

EXECUTION

- Review all the vendor contracts signed and executed by Client.
- Produce a minute-by-minute timeline of the wedding day.
- Review and proof BEO (Banquet Event Order) provided by Catering Manager.
- Communicate venue's policies and procedures for unloading, set up and tear down.
- Confirm all vendor orders and quantities on rental Items.
- Distribute Client- approved timeline to all vendors at least 1 week before wedding date.
- Assist Officiant and orchestrate ceremony rehearsal with bridal party and family.
- Communicate with musicians on ceremony song selections and cueing wedding party for processional.
- Communicate and manage banquet staff regarding set ups and compliance of floor plans.
- Attend sound check with band musicians/ or DJ and review formalities and song selections.
- Direct ushers with seating and program distribution.
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance.
- Provide client with marriage license information.
- Prepare and handle final payments and gratuities to vendors.

PLANNING

- Ongoing access to EventsLYFE for professional advice and guidance with unlimited consultation via email and phone.
- Client Portal – Vision Board, Budgeting, Payment Schedule, Layout, Seating Chart, Agreements, Vendors, etc.
- Consult and collaborate with Client to discuss wedding style.
- Developing and prioritizing wedding budget.
- Establish color combinations, theme and design concepts.
- Schedule and attend meetings with 1-3 Florists and attend any follow up meetings.
- Includes chair rental recommendations and placing order for Client if applicable.
- Optional upgrades and placing orders for Client on other rental items: Linens, Lighting, Dance Floor, Lounge Furniture, Draping, Specialized China, Glassware, Flatware, Trees, Props, etc.
- Offer additional vendor information best suited to the Client's style and budget (Photographers, Videographers, DJs, Bands, Stationers, Bakery, Transportation, Officiants, Hair and Make-up Artists, Tuxedos, etc.)
- Review proposals and terms of final contracts with attended referred service providers.
- Proof wording for Save the Date Cards and Invitations.
- Provide ideas and suggestions on wedding favors.
- Attend menu selection/ banquet set up meeting with Catering Manager and Client.



BLOSSOM

Package

BLOSSOM PACKAGE

For the client who wishes EventsLYFE to guide them through the entire wedding planning process, assemble their team of service providers, provide unlimited professional advice, and manage every detail of the wedding day.

\$8,000

EXECUTION

- Review all the vendor contracts signed and executed by Client.
- Produce a minute-by-minute timeline of the wedding day.
- Review and proof BEO (Banquet Event Order) provided by Catering Manager.
- Communicate venue's policies and procedures for unloading, set up and tear down.
- Confirm all vendor orders and quantities on rental Items.
- Distribute Client- approved timeline to all vendors at least 1 week before wedding date.
- Assist Officiant and orchestrate ceremony rehearsal with bridal party and family.
- Communicate with musicians on ceremony song selections and cueing wedding party for processional.
- Communicate and manage banquet staff regarding set ups and compliance of floor plans.
- Attend sound check with band musicians/ or DJ and review formalities and song selections.
- Direct ushers with seating and program distribution.
- Assist with set up of seating cards, menu cards, table numbers, favors, sign-in guest book, etc.
- Work with band musicians/DJ to establish timing for grand entrance, first dance, cake cutting, bouquet and garter toss, and last dance.
- Provide client with marriage license information.
- Prepare and handle final payments and gratuities to vendors.

PLANNING

- Ongoing access to EventsLYFE for professional advice and guidance with unlimited consultation via email and phone in addition to monthly scheduled 1:1 meetings in-person or virtual.
- Client Portal – Vision Board, Budgeting, Payment Schedule, Layout, Seating Chart, Agreements, Vendors, etc.
- Consult and collaborate with Client to discuss wedding style.
- Developing and prioritizing wedding budget.
- Establish color combinations, theme and design concepts.
- Schedule and attend meetings with the following service providers based on Client's needs: Caterer, Hotel/Venue, Florist, Photography, Videography, Specialty Linens, Custom Invitations, Ceremony Musicians, Disc Jockey/ Band, Lighting, Wedding Cakes.
- Place orders for any rental items if needed (Chairs, Draping, Lounge Furniture, Dance Floor, Specialized China, Glassware, Flatware, Trees, Props, etc.)
- Provide referrals for Wedding Gown Boutiques, Bridesmaid Dress Stores, Officiants, Transportation, Hair Stylists, Make-up Artists, Tuxedos, etc.
- Assist with wording and selection of stationery for Save the Date Cards and Invitations.
- Review vendor proposals and terms of final contracts.
- Procurement of wedding favors, gifts and welcome totes.
- Research Hotel Accommodation Options & Contract Group Room Blocks.
- Attend menu selection/ banquet set up meeting with Catering Manager and Client.



EVENTS
LYFE

ABOUT YOUR *Wedding Planner*



MICHELLE
CAMPOS

CERTIFIED
WEDDING PLANNER

EventsLYFE® was founded by Michelle Campos, who makes the magic happen behind the scenes!

As a Certified Wedding Planner and Certified Meeting Professional with over a decade of experience in detailing events for luxury hotels from coast to coast, Michelle has made a career out of flawlessly transforming people's dream events into reality through her impeccable sense of aesthetics and creative vision.

Michelle has a unique passion for transforming ordinary spaces into timeless, sophisticated, and romantic settings. She has produced numerous events and weddings, thanks to her keen eye for design, aesthetics, and attention to detail, with a touch of personalization. This passion also reflects in her work – always looking for ways to incorporate sustainability into social and corporate events that align with your ideals.

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