



Month and Day of Wedding and Event Coordinator and Concierge - \$1,250

- Unlimited number of consultations with you via telephone, email and in person.
- Create Day of timeline for bridal party and vendors.
- Connect with all vendors to ensure contracts, tasks and time line will be fulfilled on the Day of Wedding or Event.
- Finalize any final planning details at the Month mark.
- An On-site coordinator is present from the beginning of set-up through the entire event and through the entire vendor breakdown to ensure set up/tear down and placement of all décor, flowers, rentals, etc. is correct and to a T.
- Management of vendors at the event, ensuring arrival and contracted services are fulfilled in a timely manner.
- Management of bridal party, vendors and vendor timeline to ensure a seam less flow of the event.
- Distribution of flowers to bridal party and family.
- Ensure set-up of all personal items such as guest book, cake cutting set, toasting glasses, favors, place cards, table cards, etc.
- Greeting of guests and direction throughout event.
- Assistance with seating guests and family members prior to ceremony.
- Direction of bridal party processional and recessional.
- Ensuring that all gifts and personal decor items are distributed to a responsible member of the family or bridal party at the end of the evening.
- Ensuring that all leftover un-opened alcoholic beverages are distributed to a responsible member of the bridal party (applicable to private estates only).
- Confirm all vendors are paid in full prior to, or on the day of the event in accordance with vendor contracts.
- Assist with securing and scheduling the venue for the rehearsal date.
- Coordination of Wedding Rehearsal – going over placement of bridal party, and practice runs. (processional and recessional)
- Notify family members of reserved seating in advance.
- Recommendation for Rehearsal Dinner Location – additional coordination services are available.

Partial Service Wedding & Event Planning - \$2,500

Preferred by the couple that has started their planning and now need someone to finalize the remaining details.

- Can include any of the items listed in Full Service Wedding & Event Planning that have yet to be completed

Full Service Wedding & Event Planning - \$4,500

- Unlimited number of consultations with you via telephone, email and in person.
- Concept consultation to include style ideas, coordination of design details, theme, color scheme, décor and original ideas that will reflect client style and preferences.
- Budget and vendor payment schedule creation.
- Venue and vendor referrals and recommendations for both ceremony & reception.
- Assistance with scheduling venue site inspection as needed, confirm the venue, negotiate and sign the contract and correspond with the venue on client's behalf.
- Assistance with setting up appointments with vendors and tastings as required.
- Confirm details with all selected vendors, negotiate and sign the contract(s) and correspond with the vendors on client's behalf to properly communicate client's vision.
- Assistance with choosing linens, floral and decor pieces.
- Create detailed event layouts, floor plans, timelines and diagrams as needed for both client and vendors.
- Create Day of timeline for bridal party and vendors.
- Coordinate hotel room blocks and transportation.
- Assist with invitation selection and wording.
- Assist with guest RSVP tracking.
- Manage rehearsal:
 - Secure and schedule the venue for the rehearsal date.
 - Coordination of Wedding Rehearsal – going over placement of bridal party, and practice runs. (processional and recessional)
 - Review timeline with family and bridal party.
 - Notify family members of reserved seating in advance.
 - Recommendation for Rehearsal Dinner Location – additional coordination services are available.
- Manage Day of Coordination:
 - An on-site coordinator is present from the beginning of set-up through the entire event and through the entire vendor breakdown.
 - Management of vendors at the event, ensuring arrival and contracted services are fulfilled.
 - Oversee set-up and breakdown of all vendor services ensuring correct placement.
 - Management of bridal party and vendor timeline and flow of events.
 - Distribution of flowers and bridal party items.
 - Ensure set-up of all decor and personal items such as guest book, cake cutting set, toasting glasses, favors, place cards, table cards, etc.
 - Greeting of guests and direction throughout event.
 - Assistance with seating guests and family members prior to ceremony.
 - Direction of bridal party processional and recessional.
 - Ensuring that all gifts and personal decor items are distributed to a responsible member of the family or bridal party.
 - Ensuring that all leftover un-opened alcoholic beverages are distributed to a responsible member of the bridal party (applicable to private estates only).
 - Confirm all vendors are paid in full prior to, or on the day of the event in accordance with vendor contracts.

Wedding & Event Design and Direction - \$500

- Concept consultation to include style ideas, coordination of design details, theme, color scheme, décor and original ideas that will reflect client style and preferences - Blanca Bella Events to provide photos and ideas based on client inspiration.
- Venue and vendor referrals and recommendations for both ceremony & reception – Blanca Bella will send photos, links, and organized information including venue and vendor guidelines, curfews, deposits, and fees.
- Provide recommendations and assistance with choosing vendors to fit style and design ideas.
- Assistance with scheduling venue site inspection to visualize where everything will go.
- Assistance with choosing linens, floral, rentals, lighting and decor pieces.
- Communicate with florist, rental, lighting, and decor related vendors to properly communicate client vision to ensure all décor elements are in place on-site at event.
- Create a detailed site layout, floor plan, timeline and diagrams as needed for both client and vendors.
- Create Day of timeline for bridal party and vendors.

**** No Décor Arrangement or Day of Set Up or Coordination Included****

Personal Wedding Assistant - \$5,000

- Includes all items in Full Service Wedding & Event Planning package.
- Blanca Bella Events to provide personal assistance such as picking up gowns and attire, running errands.
- All the B & G does is show up.

If you prefer, instead of choosing a package option any of the bulleted items above can be requested a la carte for an hourly rate.