



WEDDING SERVICES PROPOSAL



Again, I would like to say thank you SO much for contacting me, and for your interest in Screen Door Diaries & Co. My clients are my number one priority here, and it's so important that I answer any questions or concerns you may have about my services before booking with me.

We always enjoy events and are delighted to provided services. Services provided can include the Venue, One on One Design Consultation, Planning and Execution, Floral Design and Execution, Linens, and wedding decorations such as arches and candelabras.

As your venue or wedding designer and coordinator, YOU are my number one priority and ensuring that you are taken care of and that your needs and expectations are met is something that I take very seriously, and I pride myself in working with my clients to make sure that both the wedding planning process AND your wedding day are an incredible, memorable experience.

WEDDING INFORMATION

Name(s):

Wedding Date: October 26, 2019

Wedding Venue(s): Biltmore Estate

SERVICES & INVESTMENT

All of my services include unlimited contact via phone, text, and email.

PACKAGE 1

FULL SERVICE PLANNING & COORDINATION

\$3,500

This full service package allows the bride and groom and family to rest easy as ScreenDoor Diaries & Co. takes care of everything from inception to execution. Ideal for a busy or destination couple, our full service planning relationship combines concierge-level service with experienced planning assistance in every step of the process, from "Yes" to "I Do." With a step-by-step partnership, a planning term ranging between 8 and 15 months and unlimited communication, we create events that perfectly fit the personalities, style and vision of our clients. This full-service package includes the following:

- Unlimited IN-PERSON CONSULTATIONS.
- Design Proposal (includes 8 hours of face-to-face meetings and a comprehensive proposal with three design options)
- Floral Design Proposal (Floral Package is priced separately – however if you choose ScreenDoor Diaries & Co. as your Floral Designer we are happy to provide you with a 15% discount on your custom floral package)
- Vendor Management and Consultation (ScreenDoor Diaries & Co. has numerous relationships with various vendors with a wide variety of budget options and we assist with making suggestions where needed and then manage the relationship through your wedding.)
- Pre-wedding walkthrough of venue(s) approximately four to six weeks prior to your wedding.
- Creation and management of WEDDING DAY TIMELINE AND COMPREHENSIVE LAYOUT.

- REVIEW AND CONFIRM all wedding day vendors.
- DISTRIBUTION OF WEDDING DAY TIMELINE AND LAYOUT to all vendors and venue.
- Attendance and coordination of REHEARSAL at specified location.
- COORDINATION OF CEREMONY AND RECEPTION, including:
 - Wedding day emergency kit.
 - Putting out any personal items, including favors, programs, signage, cake cutters, bride and groom's toasting flutes, and escort/place cards, and or set-up where needed.
 - Direction of the wedding party and family during ceremony and reception (i.e. letting everyone know where to stand during ceremony, when to walk down the aisle, how to line up for grand entrance, when they will be giving toasts, etc.).
 - Supervision of all ceremony and reception set up (note: this does not include the supervision of set up any earlier than the day of the wedding). This includes overseeing all event rentals on the day of the wedding and ensuring that everything is placed properly according to our pre-approved layout.
 - *NOTE: Depending on the level of set-up assistance needed, pricing may vary depending on the needs and staff to execute.*
 - On site supervision of all vendors at ceremony and reception, to ensure that they are following the confirmed timeline, and that they are acting appropriately and responsibly.
 - Management of all event rentals on the day of the wedding, ensuring that all rentals are kept track of and set up appropriately.
 - MYSELF, PLUS 4 ADDITIONAL TEAM members at your disposal for rehearsal & day-of-coordination to ensure all details & family are attended too

PACKAGE 2

PARTIAL PLANNING

\$2,000

Our partial relationship is ideal for a couple who feels comfortable doing some preliminary planning and has some general ideas about style and aesthetic preference, but needs help orchestrating a consistent event theme that tells their story. With a focus on event design, this planning term begins six months before the wedding and allows the planner to enter the conversation just in time to tackle floor plans, paper materials, signage, rentals, floral selection and decor. The package includes the following:

- 8 hours of IN-PERSON CONSULTATIONS.
- Design Proposal (includes 4 hours of face-to-face meetings and a comprehensive proposal with three design options)
- PRE-WEDDING WALKTHROUGH OF VENUE(s) approximately four to six weeks prior to your wedding.
- Creation and management of WEDDING DAY TIMELINE AND COMPREHENSIVE LAYOUT.
- DISTRIBUTION OF WEDDING DAY TIMELINE AND LAYOUT to all vendors and venue.
- Attendance and coordination of REHEARSAL.
- COORDINATION OF CEREMONY AND RECEPTION, including:
 - Direction of the wedding party and family during ceremony and reception (i.e. letting everyone know where to stand during ceremony, when to walk down the aisle, how to line up for grand entrance, when they will be giving toasts, etc.).
 - On site supervision of all vendors at ceremony and reception, to ensure that they are following the confirmed timeline, and that they are acting appropriately and responsibly.
 - Management of all event rentals on the day of the wedding, ensuring that all rentals are kept track of and set up appropriately.
 - Myself and 1 team member for On-Site day of coordination

PACKAGE 3

DAY OF PLANNING

\$1,200

This relationship is perfect for the couple who wants all of the excitement and involvement of planning their own wedding, but just wants to be the bride and groom on the big day. Through a series of conversations starting one month prior to the wedding, we review your plans, connect with all of your vendors and build an interactive timeline according to your feedback, making sure the day plays out exactly to your specifications. The package includes the following:

- 4 hours of IN-PERSON CONSULTATIONS.
- PRE-WEDDING WALKTHROUGH OF VENUE(s) approximately four weeks prior to your wedding.

- Creation and management of WEDDING DAY TIMELINE AND COMPREHENSIVE LAYOUT.
- Attendance and coordination of REHEARSAL.
- COORDINATION OF CEREMONY AND RECEPTION, including:
 - Direction of the wedding party and family during ceremony and reception (i.e. letting everyone know where to stand during ceremony, when to walk down the aisle, how to line up for grand entrance, when they will be giving toasts, etc.).
 - On site supervision of all vendors at ceremony and reception, to ensure that they are following the confirmed timeline, and that they are acting appropriately and responsibly.
 - 1 Team Member for On-Site Day of Coordination

COMPLIMENTARY SERVICES -----

- Included in Your Quote & all services provided by Screen Door Diaries & Co. :
 - All Access to Screen Door Diaries Decor and Rental Inventory
 - Two (2) hours Sitting Time for Engagement and Bridal Portrait Sessions at Rushing Farms (if desired)
 - Creation of Pinterest Board Specific to Couple and Wedding Vision
 - Budget Consultation

PAYMENT STRUCTURE

The payment schedule would be as follows:

DEPOSIT:	50% of Package Fees	Retainer fee due upon the signing of your agreement.
BALANCE:	50% of Package Fees	Remaining balance due thirty (30) days prior to the wedding.
NON-REFUNDABLE DEPOSIT:		\$150.00 Due Upon Contract Signing

The prices above associated with this Wedding Services Proposal are valid for thirty (30) days from the day it is given. After the 30days, prices are subject to change without notification. Pricing may also change should you complete and sign this contract and then make additional changes. Wedding dates are not added to our calendar or reserved until a signed contract and deposit are received