BLUE SAPPHIRE EVENTS
Arlington, Virginia

Thank you for your interest in having me as a part of your special day. I hope that we can meet soon; I am always open for coffee dates or a glass of wine (my treat)! There is nothing I love more than learning about your vision and helping you plan one of the most special days of your life. I truly love getting to know potential clients and hope that by the end of our meeting it feels like old friends catching up!

Kolena Thomas, Founder & Creative Director, Blue Sapphire Events

Investment:

Full Service Event Planning Package

$3,250

This package is for the couple that has a unique vision and wants to execute it flawlessly.

- Budget Creation
- Venue Selection
- Venue Contract Negotiation
- Vendor Selection
- Vendor Contract Negotiation
- Menu Planning
- Design
- Seating Charts
- Invitation Tracking
- Timeline Creation
- Vendor & Venue Communication and Management
- Rehearsal Management
- Day of Event Management (See below Day of Wedding Management description for details)

Partial Event Planning Package

$1,850

This package is for the couple that has already booked their venue and wants to do most of the heavy lifting but needs advice on key vendors and the overall execution of the event.

- Vendor Advice and list of recommended vendors
- Design
- Seating Charts
- Timeline Creation
- Vendor & Venue Communication and Management
- Rehearsal Management
- Day of Event Management (See below Day of Wedding Management description for details)

Day of Event Management Package

$1,000

This package is for the couple that has contracted with the venue and all the vendors but needs someone to manage their wedding and ensure their vision is executed to their specifications.

- Set-up of all decor items, place cards
- Meet with all vendors on site
- Manage the Ceremony timing
- Manage the Reception timing
- Act as the point of contact for all vendors and venue staff
- Break down of all decor, pack all items and return items back to bride & groom
- Rehearsal management

* Day of Event Management packages must be booked at least a month in advance of the wedding to allow time to go through all logistics and ensure a smooth wedding execution.