



WEDDING MANAGEMENT

NICE TO MEET YOU!

Congratulations on your upcoming wedding! Because planning a wedding is a big deal, and a big investment, I recognize that you have many options when it comes to choosing a wedding coordinator. It means the world that you have considered me in your search. Thank you so much for the consideration!

This brochure should get you started with an overview of my services and what to expect when working with me. Once you've had a chance to review everything, I recommend setting up a consultation call (don't worry, it's quick!) so we can connect personally and discuss your specific needs and budget. I look forward to chatting about your vision!

- *Amanda*



MEET THE COORDINATOR

HELLO THERE!

I'm Amanda, the owner & the principal coordinator of Spark & Sage Events.

I was originally working in a real estate office when I was unintentionally introduced to the event industry, and after that, I was hooked! If you talk to me in person about events, you'll see my passion. I find it so rewarding to craft an experience that becomes a memory to cherish for everyone involved. I love the challenge, I love the fun, and I love the magic of events.

For the past 6+ years, I've worked full-time as an event planner for military families, wedding clients, the community, non-profits, an event venue, and a catering company. My variety of experience allows me to see a bigger picture of how each element needs to fit together to make sure the big day runs smoothly.

But enough about me, let's meet for a drink so you can tell me about you and your love story!



LET'S CONNECT:

-  858.442.8543
-  amanda@sparkandsage.com
-  www.sparkandsage.com
-  [@sparkandsage](https://www.instagram.com/sparkandsage)
-  [@sparkandsage](https://www.facebook.com/sparkandsage)

About My Services



I offer focused expertise so that I can be the best at what I do. With a wealth of resources available, I know that you may not need help every step of the way (and you don't want to pay for what you don't need!) so I offer professional services that will fill in the gaps and is reasonably priced. As each event is unique in its own way, there is no "one size fits all" package I'll work with you to create a bespoke wedding package fitted to your needs and budget.



THE EXPERIENCE

ACCESS TO AISLEPLANNER

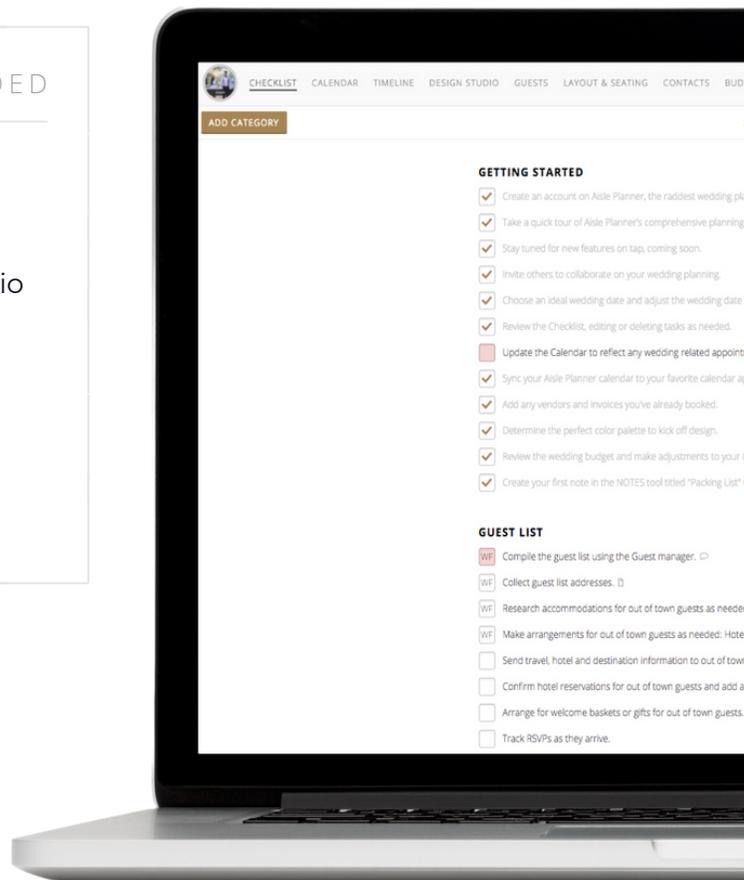
Access to a full suite of planning tools and resources for every client, at no extra cost

Forget those old wedding planning binders! We live in a digital age so your planning tools should be digital, too. Every one of my clients receives access to a powerful cloud-based planning application that lets you manage everything for your wedding, all in one place. No longer do you have to worry about losing those little sticky notes or building that Excel spreadsheet!

This online planning platform solves these issues by hosting every tool, document, reminder, task list, inspiration photo, and vendor contact in one place. At our first planning meeting, I will introduce you to this really amazing platform, and show you how it can revolutionize your wedding planning experience.

TOOLS INCLUDED

- Checklist
- Timeline
- Design Studio
- Guest List
- Layout
- Budget
- Notes



THE EXPERIENCE

VENDOR COMMUNICATION & CONTRACT REVIEW

As you book vendors, I'll review your contracts then confirm services & arrival times

As you search for the perfect vendor team, I'll be your support system and can recommend specific vendors that might fit your vision and budget. I also include contract review as part of my services so that I can read the "small print" and guide you during planning.

VISION & LOGISTICAL MEETINGS

I'll meet with you to talk through the details and answer any questions you have!

I want to get to know you and your wedding vision so I'll meet with you up front (upon booking) for a vision meeting to discuss your style, preferences, concerns, and walk you through using Aisle Planner. Then, around two to three months prior to the wedding, we'll meet again to go through a logistical meeting which will cover all of the details during the big day as well as a review of the day-of timeline and layout.

TIMELINE & FLOORPLAN CREATION

I'll develop the timeline and venue floorplan for your big day with all of the details

Four months before the wedding, I'll create a detailed wedding day timeline and site layout to distribute to you, your wedding party, and your vendors so that everyone can stay on schedule and informed! We'll review these items at the logistical meeting and make updates as needed!



WEDDING MANAGEMENT PACKAGE

PRE-WEDDING ASSISTANCE & PLANNING

- Email, Phone & Text communication throughout planning timeline
- Access to Aisle Planner Suite - *cloud-based planning tools*
- (2) Meetings to discuss Vision & Details, with Venue Walkthrough - *up to (4) hours*
- Development of Wedding Day Timeline
- Ceremony & Reception Floor Plan Creation
- Wedding Rehearsal Coordination - *up to (1) hour*
- Vendor Recommendations, Communication & Management
 - Vendor Recommendation & Contract Review
 - Confirmation of Vendor Arrival & Logistics - *(4) weeks prior*
 - Distribution of Final Wedding Timeline to Vendor Team - *(2) weeks prior*

DAY-OF WEDDING MANAGEMENT

- On-site management with (1) lead coordinator for (10) hours and at least (1) wedding assistant up to (5) hours
 - *Additional assistants will be required for weddings with larger guest counts, multiple event locations, or that require additional set up labor*
- All day phone & text support with lead coordinator
- Point of contact for vendors, wedding party, and guests throughout the day
- Supervision of venue setup & vendor deliveries
- Set up & styling of wedding details, including, ceremony accessories, welcome table, guest book, guest favors, cake/dessert table, signage, stationery, etc.
- Set up of seating assignments: table numbers, seating signage, escort/place cards
- Assist with distribution of personal floral & pinning of boutonnieres
- Direct processional line-up, and cues for ceremony vendors & bridal party
- Cue vendors, wedding party & guests of honor throughout reception per timeline
- Distribution of final payments and gratuities to vendors
- Access to wedding day emergency kit
- General troubleshooting and assistance as needed.
- Supervise clean-up and pick-up of rental items, and secure personal items to return to designated point of contact

*Not quite what you need? I can create a bespoke package for you!
Just let me know what you need during our consultation!*

WEDDING MANAGEMENT PACKAGE



UNDER 40 GUESTS

PRICE: \$900

UNDER 80 GUESTS

PRICE: \$1,100

UNDER 120 GUESTS

PRICE: \$1,200

Please inquire for pricing greater than 120 guests

TRAVEL FEE

For venues located 50+ miles from business address, a travel fee of \$150 will be applied to cover travel time, mileage, and overnight accommodations.

A LA CARTE SERVICES

HOURLY CONCIERGE ASSISTANCE	\$25 PER HOUR
ADDITIONAL CONSULTATION MEETING	\$25 PER HOUR
VENUE SCOUTING & PROCUREMENT	\$100
BUDGET PROJECTION & PAYMENT SCHEDULE	\$150
RSVP & GUEST SEATING MANAGEMENT	\$25 PER HOUR
ATTENDANCE AT VENDOR MEETING	\$25 PER HOUR
GUEST FAVOR ASSEMBLY (<i>UP TO 2 HOURS</i>)	\$50
GUEST WELCOME BAG ASSEMBLY & DROP-OFF	\$100
BRIDAL SHOWER PLANNING & MANAGEMENT	\$300
REHEARSAL DINNER PLANNING & MANAGEMENT	\$500
WEDDING WEBSITE SET-UP	\$150
INVITATION ASSEMBLY & MAILING	\$100
ADDITIONAL DAY-OF ASSISTANT	\$25 PER HOUR
DEDICATED BRIDE'S ASSISTANT	\$25 PER HOUR
NAPKIN FOLDING	\$50
PLACE SETTING (DINNERWARE)	\$50

*For a detailed description of these services,
please visit www.sparkandsage.com*

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE NEXT STEPS IN BOOKING WITH YOU?

Great question! The next step would be to book a quick phone or video conference consultation with me so we can discuss what services you might need and answer any questions you might have! After our chat, I'll create a written proposal for you to review that will include a quote for the services we discussed as well as a specific payment plan.

WHAT ARE YOUR PAYMENT TERMS?

To book my services and reserve your date, I require a \$150 flat retainer (which helps cover my time in setting up your account). The remaining balance must be paid by two deadlines after that; 50% of remaining balance at 90 days out and payment in full by 30 days out. That said, you'll receive a digital invoice so you're welcome to make as many smaller payments as you'd like as long as you meet the two minimum payment deadlines.

DO YOU OFFER DISCOUNTS?

While my standard pricing is set to be competitive yet sustainable, I do offer a discount for clients who are either active-duty military or first responders as a token of appreciation!

CAN I SEE AN EXAMPLE OF YOUR CONTRACT?

Yes! You can see an example of the proposal and contract on my website via this link here: www.sparkandsage.com/contract

*For more answers to frequently asked questions,
please visit www.sparkandsage.com*



THANK YOU SO MUCH
FOR YOUR CONSIDERATION!



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