



Planning & Coordination Packages

Need some aspect of professional planning and coordination assistance with your event and/or are not sure how to get started with your special, upcoming day. Check out our packages below. Keep in mind that all items to be included in your selected package, will be detailed in your contract, prior to signing and start of your planning services...

Day-of Coordination Package:

When you need a bit of assistance on your special day ...

- *Oversee entire wedding day from start to finish with (2) professional consultants*
- *Initial consultation to determine dreams, expectations, and goals of your wedding day*
- *Three face to face meetings to discuss event details and coordination of your event*
- *Unlimited communication, via telephone, text, & email*
- *Vendor recommendations (would be given 30 days prior to date needed to be contracted)*
- *Follow-up with all vendors to confirm details of arrival times, deliveries, and pick-ups*
- *One site visit to ceremony and reception for walk-through with caterer and other vendors*
- *Attending and overseeing the rehearsal (up to two hours)*
- *Provide detailed time line of all of the events for the entire wedding day*
- *Provide Wedding Day itinerary for attendants and/or family members (sent via email)*
- *Assist bridal party with "florals, corsages, bouquets, boutonnières"*
- *Directing the processionals, recessionals, and receiving line*
- *Full use of our "Emergency Kit" for the couple and wedding party*

Starting at \$ 2,000

Partial Planning and Coordination Package:

When you know you need more than day-of (1 month) of Planning and Coordination/ but don't need a full-service planner... In addition of everything included in the Day of Coordination package, you receive:

- *Services start 6 months from the date of the wedding/event*
- *Budget analysis meeting - development of a detailed wedding budget*
- *Personalized recommended list of vendors (3 for each category) based on style, personality and budget*





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- Design questionnaire, consultation and creation of design board for overall vision of the wedding
- (4) Client/Planner in-person (or conference call) meetings
- (4) Vendor/Planner/Client in-person meetings, negotiating with vendors and reviewing vendor contracts, scheduling appointments with vendors for clients to meet with them where necessary.
- Coordinating with vendors to ensure services/products are provided in a timely manner
- Coordination of final payment to vendors (if requested by clients)
- Ongoing updates and consultation with clients about vendor services and products

Starting at \$3,500

Full-Service Planning Package:

When you are a busy couple who chooses to put the complex planning and co-ordination of their wedding from start to finish, in the hands of a professional to make sure your special day is perfectly planned... Eventeriors recommends getting started 12 months or asap before selected date. This package includes everything included in the Day-of Coordination and Partial Planning packages, plus:

- Initial consultation with the couple
- Ongoing consultation & coordination hours and advice with Wedding Planner
- Mood Board/In-Depth Design Board
- Design a Planning Calendar, schedule/timeline and checklists
- Wedding Budget development
- Assistance with location of Ceremony Site, rehearsal dinner site, reception site, and Sunday morning brunch site
- Assist with selection and booking an officiant for the wedding
- Coordinate and manage all rental items needed for wedding design
- Scheduling of all vendor appointments and attend vendor meetings with bride/groom
- Find, research and pre-screen all vendors within client expectations and budget
- Negotiate and determine the best pricing for client with prospective vendors
- Review vendor contracts and keep available for future reference
- Assistance with selecting a color scheme, theme and style of the wedding
- Design the flow and layout of the ceremony and reception, and rehearsal dinner
- Unlimited Wedding and Reception Site Visitations
- Determine contingency plan (for outdoor ceremonies/in case of inclement weather)
- Assistance with design, ordering, printing and mailing of all wedding stationary, creation of digital invitations, save the date notices, and creation/management of wedding websites, etc.





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- *Track RSVPs and who will be attending all scheduled events, as required*
- *Assistance with wedding attire and accessories*
- *Assist with obtaining special permits, licenses and/or added insurance dictated by venue(s)*
- *Ceremony planning*
- *Preparing itineraries, seating lists, name plates, etc.*
- *Creation of Wedding Book, coordination with photographer*
- *Instructing attendants about their duties*
- *Reception planning*
- *Co-ordinating the collection of gifts received on the wedding day*
- *Wedding day coordination (up to 10 hours)*
- *Provide a stress-free day for the couple*

Starting at \$7,000

Next Steps...

Want to add professional, custom event design/décor to ensure a picture-perfect setting at your upcoming wedding/event, to your planning/coordination package? If so, get \$200 off a custom design/décor package, if added on to a “Day of Coordination,” “Partial Planning,” or “Full-Service Planning” package. Go on to the “Custom Design & Décor” packages starting on page 6, for more details.

Additional Planning Service Offerings...

Brainstorming Session:

Not sure where to start?

- *We’ll spend a max of 4hrs together, across two scheduled, 2-hour sessions to brainstorm ideas for your wedding/event.*
- *Get cost saving tips, vendor contact information and creative ideas.*
- *Get a budget sheet, timeline, and checklists to make sure you are not forgetting any important elements.*

If you decide to use one of our services, within 30 days of the brainstorming session and a review of your handouts, we will apply \$200 of the fee toward the total cost of any package.

\$400 - 4-hour session in total





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Additional Event(s) Planning & Coordination:

Plan and coordinate an engagement party bridal shower/luncheon, bachelor/bachelorette party, pre/post-wedding brunch or rehearsal dinner, etc.

- Assist with selection of venue or private location*
- Includes 2 visits to event location and 2 in-person meetings*
- Send out invitations, either paper based and/or digital for your guest list*
- Assist with booking accommodations for out-of-town guests, set up hotel blocks, secure room quantity discounts, book flights, etc.*
- Management of all rentals and vendors needed for each event*
- Provide custom design and décor and setup, for an additional fee.*
- Assistance with purchase, wrapping and gift setup*
- Onsite Coordination at event*
- Send out thank-you cards to event attendees on behalf of the couple*

Starting at \$400/event

Additional Month of coverage (add-on to the Day-of package only):

- Add on extra planning coverage for additional help - each month includes a full 30 days*
- Each additional month comes with 2 in-person meetings to use at your discretion*

Starting at \$400 /month

Vendor Recommendations & Contract negotiations:

- Recommend 1-3 vendors per category (i.e., 1-3 photographers, 1-3 florists, etc.)*
- Assist you with choosing and creating the best vendor package(s) to fit your budget*
- Assist you and negotiate package prices with each vendor, if needed*
- Will work with you in reviewing and selecting the best contract in each vendor category - we will work out any contract verbiage questions you may have*

Starting at \$100 per hour (1-hour minimum)





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Vendor Visits:

Can include any of the following vendors: Photographer, DJ, Florist, Rentals/linens, Stationary vendor, Makeup Artists, and/or Ceremony/Reception visits

- Assistance with Photography packages, photoshoot suggestions, DJ son*
- Assistance with décor related items during the vendor visits (picking out rental linens, assistance with floral designs, and/or selecting up-lighting for reception)*
- Vendor visits are charged at \$50 per hour, with no time restraint*

Starting at \$400 (includes up to 4 vendor visits)





Eventeriors Intimate Occasions Packages

Have a milestone event in your life that you want to make memorable on a smaller scale? Not into having a huge production with multiple guests? Need to celebrate on a smaller scale due to the after-effects of the recent global pandemic? Eventeriors has just the solution for you, as we introduce "Eventeriors Intimate Events". Packages include:

Package One - Will You Marry Me?

Allow us to plan and orchestrate the perfect proposal for you to make to your best friend and soul mate, so you can pop the question with style and grace!! Includes the following:

Design Development & Vision Board

*Decorating your favorite spot in the park to booking your favorite restaurant,
decorating your table*

Balloon arches, columns, favorite flowers, bubbles

*Ordering the perfect meal, dessert, wine or Selection of Favorite Candy, Wine, Wine
Glasses, Fruit Trays and setup*

Music and More

Starting at \$175

Package Two - Just the Two of Us

*We step in to help you plan and/or decorate for an intimate dinner event for 2, held in
your home or a private setting of your choice:*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes

Basic or Elegant Chargers

Basic or Elegant Centerpieces

Basic Backdrop

Luxury Linens for Head and Cake Table





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Custom place cards for Head, Food and Dessert tables

Custom entry-way sign

Set Up and Breakdown

Starting at \$325

Package Three - Friends of a Feather Flock Together

We step in to help you plan and/or decorate for dinner/social event for you and a small gathering of your closest friends - max of 30 in attendance, held in your home or a private location of your choice:

**Up to 30 Guests*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes

Basic Chargers

Basic Centerpieces

Basic Backdrop

Luxury Linens for Head and Cake Table

Custom place cards for Head, Food and Dessert tables

Custom entry-way sign

Set Up and Breakdown

Starting at \$1,200

A Tisket, a Tasket...

We will capture key details from, perform a bit of personal shopping and design a customized Gift basket/vessel containing all of your special someone's favorite things and deliver it as directed.

Starting at \$75





Custom Design & Décor Packages

Planning your own event or you are an Event Planner who wants to hire a professional, event design team to create and install a picture-perfect design at your desired location... Eventeriors has got you covered with the latest and the best in design and décor creation and setup. We suggest you start with your design consultation session to set the course for a great design experience, that will leave you and your guest breathless.

Design Only Consultation:

After sharing your vision for your event and incorporating our vast event design knowledge, we can create that signature style that you are seeking:

- *A custom story-board will be created with fabric swatches, photographs, recipes and/or samples.*
- *From invitations to favors, and all the design elements in between, your table-scape, menu, and even your cocktails will have your personal signature attached.*
- *Please keep the following in mind, when reviewing our packages:*
 - *The packages provided can be tailored based on the number on guests that you plan to invite and the style/selection of amenities that you choose to rent, purchase and/or incorporate into the design and setup for your event.*
 - *Prices are subject to change with current material and labor cost changes.*
 - *Eventeriors is only responsible for setting up and breaking down our décor.*
- *If after the design session, you decide to book one of our design services below, we will apply \$200 toward the total cost of any package.*

Starting at \$600





Eventeriors (Eventeriors by Jacqueline)

Package One - Sunflowers and Daisies Dream

**31 to 50 Guests*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes

Basic Chargers

Basic Centerpieces

Basic Backdrop

Balloon Sculptures

Luxury Linens for Head and Cake Table

Custom place cards for Head, Food and Dessert tables

Custom entry-way sign

Set Up and Breakdown

Starting at \$ 1,850

Package Two - Orchids and Hydrangeas Delight

**51 to 100 Guests*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes

Elegant Chargers

Custom Centerpieces

Elegant Backdrop

Balloon Sculptures

Luxury Linens for Head and Cake Table

Custom place cards for Head, Food and Dessert tables





Eventeriors (Eventeriors by Jacqueline)

Custom entry-way sign

Set Up and Breakdown

Starting at \$3,950

Package Three - Calla Lilies and Lotus Flowers

**101 to 150 Guests*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes or Specialty Chairs

Formal Chargers

Small Floral and/or Non-Floral Centerpiece

Elegant Backdrop

Balloon Sculptures

Luxury Linens for Head and Cake Table

Custom place cards for Head, Food and Dessert tables

Custom entry-way sign

Set Up and Breakdown

Starting at \$5,150

Package Four - Roses and Peonies

**151 to 200 Guests*

Design Development & Vision Board

Table Linens, Napkins, Rings

Chair Covers and Sashes and Specialty Chairs

Formal Chargers

Elegant Backdrop





Eventeriors (Eventeriors by Jacqueline)



Balloon Sculptures

Custom, Elegant Centerpieces (LED Candles)

Luxury Linens for Head and Cake Table

Custom place cards for Head, Food and Dessert tables

Custom entry-way sign

Set Up and Breakdown

Starting at \$6,650

