



KAT CREECH EVENTS
wedding design + planning

Kat Creech Events Style and Design Services only

The investment handles the 5 design elements for both the ceremony and the reception while allowing for you to handle the planning. This includes:

- Stationary
- Floral
- Room Decor
- Linen
- Lighting

The investment is \$3500 and KCE handles all invoicing

Kat Creech Events Design, Vendor Referral, and Day of Services

This investment handles the design elements listed above, vendor referrals, and day of service

All aspects of wedding weekend, which includes: 1-hour rehearsal, ceremony, and reception.
Three (3) planning/consultation meetings, which includes conference calls or Skype consultations
Unlimited event day personal assistance to include two (2) event managers
Construct and manage event budget
Design wedding theme and brand
Assist in vendor selections, schedule site appointments and attend all vendor meetings for the following: stationary floral, room decor, linen, and lighting
Provide vendor referrals and email introductions to all other needs
Provide etiquette and protocol advice
Secure any permits as required
Finalize floor plan layout and seating arrangements
Organize and deliver guests welcome baskets
Coordinate all vendor arrival and set up on event day
Create event check list and timeline for ceremony and reception
Orchestrate pictures, announcements and toast
Communicate to all parties (bridesmaids, grooms, parents of bride/groom, photographer, entertainment, etc) timeline of events
Distribute bridal party flowers and pin boutonnieres
Delivery of all personal items required for the event. Up to 7 boxes, weighing no more than 10#. Company is not responsible for any lost or damaged items.
Coordinate transportation of gifts. Company is not responsible for any lost or damaged items.
Collect personal items at Event conclusion and return to Client within five (5) days after Event Date



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The investment is \$4800

Kat Creech Events Complete Design and Planning Services

This investment handles all the design elements and planning details, including month of management services.

All aspects of wedding weekend, which includes: 1-hour rehearsal, ceremony, and reception.

Six (6) planning/consultation meetings, which includes conference calls or Skype consultations (additional meetings are \$50/hour)

Unlimited consultation via email and/or phone

Unlimited event day personal assistance to include two (2) event managers

Construct and manage event budget

Design wedding theme and brand, focusing on the 5 senses. This is where the intangible dream becomes an epic reality.

Assist in vendor selections, schedule site appointments and attend all final vendor meetings. This will include, but is not limited to entertainment, florist, decor, lighting, audio/visual services, location selection, invitations, etc. {This list is an open ended list as we do not know what your dream is. Maybe you want a hot air ballon ride...consider it done. Whatever the dream/vision is, we are there every step of the way.}

Assist in menu planning, ensuring the perfect celebration of food

Assist in selecting and ordering all event stationary. Materials billed independently

Assist in designing DIY components. Materials billed independently

Arrange bridal appointments and dress fittings

Arrange groom attire and suit fittings

Assistance with securing party favors and welcome gifts

Assist with local transportation needs, including trolleys, shuttle buses, limos or rental cars for out of town guests

Organize hotel room blocks

Organize and deliver guests welcome baskets

Finalize floor plan layout and seating arrangements

Coordinate all vendor arrival and set up on event day

Create event check list and timeline for ceremony and reception

Orchestrate pictures, announcements and toast

Communicate to all parties (bridesmaids, grooms, parents of bride/groom, photographer, entertainment, etc) timeline of events

Distribute bridal party flowers and pin boutonnieres

Delivery of all personal items required for the event. Up to 7 boxes, weighing no more than 10#. Company is not responsible for any lost or damaged items.



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Coordinate transportation of gifts. Company is not responsible for any lost or damaged items.
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The investment is \$8200.

Kat Creech Events Month of Services

All aspects of the wedding weekend, to include 1-hour rehearsal, American ceremony, and reception

One (1) planning/consultation meetings

One (1) hours of event related errands

Unlimited consultation via email and/or phone.

Unlimited event day personal assistance to include two (2) event managers

Review all vendor selections and contracts. Act as vendor liaison and point of contact.

Attend final walk through

Provide etiquette and protocol advice

Review seating arrangements and floor plan layout/diagram. Offer professional advice as needed.

Compose final checklist and timeline for ceremony and reception. Offer professional advice as needed.

Deliver guests welcome baskets

Communicate to all parties (bridesmaids, grooms, parents of bride/groom, photographer, entertainment, etc) timeline of events

Coordinate all vendor arrival and set up on event day

Distribute bridal party flowers and pin boutonnieres

Orchestrate pictures, announcements and toast

Delivery of all personal items required for the event. Up to 7 boxes, weighing no more than 10#. Company is not responsible for any lost or damaged items.

Coordinate transportation of gifts. Company is not responsible for any lost or damaged items.

Collect personal items at Event conclusion and return to Client within five (5) days after Event Date

Kat Creech Event services begin one month prior to event day. The KCE firm requests all contracts and information to arrive on six weeks prior to event day to review for first consultation.

The investment is \$2250

Kat Creech Events Hourly Rates

Hourly rates are as follows:

\$150/hour for budget and design meetings, which includes vendor referrals

\$75/hour for any consultations needed along the way.