

# Emerald Events



Thank you for choosing Emerald Events!

As part of your Planning & Design Wedding Planning package, you will have appointments in person for your planning, over the phone, and by email in a combination that is easiest for you. As I work on your wedding, I am available to either visit vendors with you, or if you do not have time or are not local to the area, do the legwork for you. My job is to find the vendors and details that you ask me for and to give you options that will work best for your budget.

## PLANNING & DESIGN PRICING

*Each package is customized for you and your price may be higher or lower than our averages. My prices depend on the size and complexity of your wedding, the number of guests you have, whether or not you need a ceremony or reception location search, the number of hours I expect to spend planning your wedding, as well as travel costs. Wedding Planners in NY generally charge between 12-20% of a total wedding budget for Full Service Planning.*

### The **DIAMOND** Package includes:

*This is the total planning and coordination package; perfect for clients who desire the most comprehensive assistance from start to finish.*

**Starting at \$2,500**

#### Included in you **Diamond** package (not limited to):

- ◆ Free consultation to find out information about your wedding and determine how you wish the wedding to flow
- ◆ Vendor Recommendations Florist, Photographer, videographer, tent/tables/chairs/linens and flatware rental company, vintage furniture rental company, baker, lighting rental company, hair and makeup...)
  - ◆ Budget management
- ◆ Six check-in meetings throughout the planning process, unlimited consulting via email/phone
- ◆ Reviewing vendors' contracts and coordinating with vendors/keeping track of vendor payments
  - ◆ Unlimited telephone and e-mail consultations.
- ◆ Recommendations for accommodations, activities, and transportation for out-of-town guests.
- ◆ Act as point of contact between you and the vendors from planning stages to the day of the event (attendance for some meetings if client wishes)
  - ◆ Total design planning and execution for the décor of the ceremony and reception.
- ◆ Design event floor plan, table and seating arrangements for the reception
  - ◆ Personal direction of guests during the wedding
- ◆ Rehearsal ceremony instruction and dinner coordination as requested.

- ◆ Printed time-line and instructions outline given to each attendant.
- ◆ Includes an assistant during setup the day before as well as on the event day.
  - ◆ Attending, overseeing, and directing the reception and ceremony, including food service and cueing all events
    - ◆ Distribution of final payments and tips to vendors
- ◆ Scheduling of and attendance at all vendor meetings (e.g., baker, caterer, florist, photographer, printer, videographer, musicians, etc.)
- ◆ Assisting with selection and booking of ceremony and reception venues
  - ◆ Assisting with selection and booking an officiate for the wedding
- ◆ Assisting with the design, printing and mailing out of the invitations and other wedding stationary
  - ◆ RSVP and guest list management.
    - ◆ Assisting with selection of wedding attire and accessories
- ◆ Assisting with booking accommodations for out-of-town guests
  - ◆ Coordinating weekend activities for out-of-town guests
    - ◆ Helping in the selection of favors and attendant gifts
    - ◆ Providing information to obtain a marriage license
- ◆ Assistance with Honeymoon/ travel agent recommendations

## The **EMERALD** Package includes:

*This is the partial planning and coordination package; perfect for clients who desire guidance and assistance throughout the planning process. This package includes event organization and direction as well as day of coordination tailored to your needs.*

**Starting at \$1,500**

### Included in you **Emerald** package (not limited to):

- ◆ Free consultation to find out information about your wedding and determine how you wish the wedding to flow
- ◆ Vendor Recommendations Florist, Photographer, videographer, tent/tables/chairs/linens and flatware rental company, vintage furniture rental company, baker, lighting rental company, hair and makeup...)
  - ◆ Budget management
- ◆ Reviewing vendors' contracts and coordinating with vendors/keeping track of vendor payments as well as booking them.
- ◆ Four meetings to coordinate budget, vendor recommendations, décor and any other vendors needed for the event
  - ◆ Unlimited telephone and e-mail consultations.
- ◆ Recommendations for accommodations, activities, and transportation for out-of-town guests.
- ◆ Act as point of contact between you and the vendors from planning stages to the day of the event (attendance for some meetings if client wishes)
  - ◆ Total design planning and execution for the décor of the ceremony and reception.
- ◆ Design event floor plan, table and seating arrangements for the reception
  - ◆ Personal direction of guests during the wedding
- ◆ Rehearsal ceremony instruction and dinner coordination as requested.
  - ◆ Printed time-line and instructions outline given to each attendant.
    - ◆ Accommodate all special requests.
  - ◆ Assistant during setup the day before as well as on the event day.
  - ◆ Attending, overseeing, and directing the reception and ceremony, including food service and cueing all events
    - ◆ Distribution of final payments and tips to vendors

## The **PEARL** Package includes:

*This package is designed for clients who have already organized and planned their wedding on their own but would like professional assistance the month prior to their event or for “the final details”. This will ensure that their day is enjoyable, stress-free and runs smoothly according to plan.*

**Starting at \$900**

### Included in you **Pearl** package (not limited to):

- ◆ Free consultation to find out information about your wedding and determine how you wish the wedding to flow
  - ◆ Vendor Recommendations upon request
- ◆ Two meetings to coordinate timeline, vendor recommendations, décor and any other vendors needed for the event
  - ◆ Unlimited telephone and e-mail consultations.
- ◆ Some assistance with design planning and execution for the décor of the ceremony and reception.
- ◆ Design event floor plan, table and seating arrangements for the reception
  - ◆ Personal direction of guests during the wedding
    - ◆ Assistant during setup the day before
- ◆ Attending, overseeing, and directing the reception and ceremony, including food service and cueing all events
  - ◆ Distribution of final payments and tips to vendors

I do offer A La Carte services. Please see descriptions below to choose the proper task you need assistance with and contact Carianne Campione for pricing information.

## LOCATION SEARCHES

Emerald Events can help you find the perfect location for your Wedding Ceremony and Reception. We will put together a custom list of ceremony and reception locations for you with recommendations and notes. I will set up appointments to visit the venues for you and will negotiate your final venue contract to make sure you are receiving the best value possible. We will also help you to identify and reserve good choices for room blocks for your out of town guests.

## VENUE ASSESSMENT

Your Emerald Events Planner will speak to your venue coordinator about rules and guidelines for décor. From there we will be able to put together a design plan that incorporates your personality and style into your venue. We will also meet with you and your venue for a final details appointment to review the plan for your wedding day.

## DESIGN WORK

After I have visited your space and spoken with you about your ideas, I will do a custom search for ideas that fit in with your overall style, color scheme, and venue's style. Color Selection, Concept Coordination, Floral Design, Invitation and Favor Coordination and Design are included in your Planning & Design Package with Emerald Events. We will look at styles, colors, and moods that inspire you. We'll bring you to the vendors that can complete your designer look by coordinating all of your design choices. If requested, Emerald Events can help you to select your wedding dress or bridesmaid gowns to flatter your figure, your style, and work within your color scheme.

## LIGHTING DESIGN

Your Emerald Events Planner will find you Exclusive Lighting Designers for both your Ceremony and Reception based on your wishes. Lighting Design will set your day apart, and will complete your Elite Design Services Package. Lighting design can range from the proper placement of candles, to full lighting design including Lighting Technicians.

## BUDGETING SERVICES

I will put together a budgetary plan to enlist the services of any additional needed vendors. We will help you to design your wedding budget based around your priorities and what items are most important to you. When appropriate, I will negotiate best values with vendors for you to make sure you are receiving the best prices. Emerald Events will create a budget and payment tracker to remind you of where your total budget stands and when your payments are due.

## MASTER TO DO LIST

Your Emerald Events Planner will create a Master To Do List for you in excel including all of the tasks that must be completed between the time you sign your contract and the day of your wedding. As tasks are complete, I will update and re-send you new versions of your Master To Do List.

## VENDOR SELECTION

I can help you locate and decide upon your final vendors including any or all of the following: Event and Tent Rentals, Linen Rentals, Service Items Rentals, Photographers, Videographers, DJ or and Event Lighting Services, Florist, Wedding Officiate, Wedding Cake, Transportation Services, Room Blocks, Design Accessories and Décor Sources, and Hair and Makeup Stylists that will travel to you on the day of your wedding for yourself or family members.

## VENDOR COORDINATION

- ◆ Phone meetings with all vendors prior to your Wedding Day to ensure details are finalized. If any vendors need to be called additional times, I will call as many times as necessary.
- ◆ Emerald Events will create a Wedding Day Timeline that will include your vendor arrival times, event flow, and include time for capturing all of your photos.

## REHEARSAL DAY COORDINATION

- ◆ Your Lead Planner will be available as your Rehearsal Day Coordinator will be present to help your rehearsal run smoothly.
- ◆ I provide a detailed, printed schedule of ceremony events, roles and responsibilities to everyone attending the rehearsal.
- ◆ Review Usher and Head Usher Assignments and advice on escort procedures.

**Your Emerald Events Planner is always within reach via email or phone for your questions, concerns or just to chat about your ideas and get a second opinion. I am also available for on-site visits; vendor appointments, design and décor appointments and they will be scheduled depending on your availability and at your request. Video-Chat is available as well between meetings for distance clients.**

**Thank you so much for allowing me to make your dream day come true!**



