

Thiery Events LLC

Wedding Planning & Coordination Packages



Congratulations on your engagement! Below you will find our detailed wedding packages. If you have any questions, please feel free to email me at victoria@thieryevents.com or you can reach me at 352-451-6305. I am looking forward to getting to know you and I can't wait to work with you!

Day-Of Package \$1000

For those who have handled all the planning but need someone there to execute the details and organize the day. Please note, timeline service begins approximately 4 weeks prior to your event.

Includes:

- Vendor contract review
- Wedding planning checklist
- Wedding etiquette advisement
- Up to 8 hours of day-of coordination
- Customized wedding day timeline
- Plan order of processional and recessional along with ceremony details
- Contact with all vendors to confirm time of arrival and services
- Up to one hour of ceremony rehearsal coordination
- Pack up or move ceremony décor to designated areas
- Day-of vendor management
- Coordinate vendor setup
- Distribute final vendor payments/gratuities

Extended Planning Package \$1500

This package is for those who need assistance with selecting vendors but still want to be involved in all the decisions. The midpoint between Day-Of and Complete Package. Coordination services begin the day you book this package.

Includes:

- All services in the Day-Of Package
- Up to 10 hours of day-of coordination
- Initial consultation to go over planning to date
- Checklist of remaining tasks and when to complete them
- Unlimited communication
- Customized vendor recommendations
- Create and coordinate timeline activities, entertainment and announcements during reception
- Coordinate details and assist with the setup, styling, and staging for the ceremony and reception
- Prepare floorplan for venue

Complete Package \$2000

This package is for those who want help selecting the best vendors for their special day and a support system throughout the entire planning process.

Includes:

- All services in the Extended Planning Package
- Unlimited hours on the wedding day through end of reception
- Budget creation and management
- RSVP tracking
- Up to 6 vendor meetings with planner
- Contract review assistance when hiring vendors
- Assist with ceremony and reception design
- Assist with planning rehearsal dinner or post wedding brunch
- Oversee breakdown of venue following reception

Additional Services

These services can be added to any of the above packages.

- Additional Vendor Meetings - \$50 per meeting
- Organize up to 2 group hotel blocks - \$50
- Assemble hotel guest bag and delivery - \$2 per bag (You provide the bags and the items)
- Mailing out wedding invitations - quote upon request