



## DAY OF COORDINATION

\$1,250-\$1,500 + tax

- Unlimited emails and calls with any questions leading up to your special day.
- Assist with establishing your vendor contact sheet and timeline
- Confirm with your vendors and provide them with your final timeline and contact sheet.
- Ceremony rehearsal before your wedding (1 hour).
- Main point of contact for vendors and guests week of/day of event.
- Unlimited time on-site with your day of coordination (with assistant if needed)
- Coordinating & assisting with the set up of the ceremony site & reception including placement of any wedding accessories (welcome table, favors, tablescape, place cards).
- Directing ceremony processional and recessional & executing your timeline and plans as envisioned.
- Solving any unforeseen hiccups based on our discussions and your preferences.
- Assisting the wedding party and guests as needed
- Distribute final payment and gratuities to vendors. Assist with securing of decor items to keep at the end of the night.



## PARTIAL PLANNING

**\$1,850-\$2,000 + tax**

- Assist with vendor recommendations and procuring of vendors based on vision.
- Unlimited emails and calls with any questions leading up to your special day.
- Assist with establishing your vendor contact sheet and timeline
- Confirm with your vendors and provide them with your final timeline and contact sheet.
- Ceremony rehearsal before your wedding (1 hour).
- Main point of contact for vendors from contract through final payment.
- Unlimited time on-site with your day of coordination (with assistant if needed)
- Coordinating & assisting with the set up of the ceremony site & reception including placement of any wedding accessories (welcome table, favors, tablescape, place cards).
- Directing ceremony processional and recessional & executing your timeline and plans as envisioned.
- Solving any unforeseen hiccups based on our discussions and your preferences.
- Assisting the wedding party and guests as needed
- Distribute final payment and gratuities to vendors. Assist with securing of decor items to keep at the end of the night.



## FULL SERVICE PLANNING

\$2,850-\$3,350+tax

- Provide vendor recommendations and procuring of all vendors including venue based on vision.
- Unlimited emails and calls with any questions leading up to your special day.
- Assist with establishing your vendor contact sheet and timeline
- Confirm with vendors and provide them with your final timeline and contact sheet.
- Ceremony rehearsal before your wedding (1 hour).
- Main point of contact for vendors and from beginning through final payment.
- Unlimited time on-site with your day of coordination (with assistant if needed)
- Coordinating & assisting with the set up of the ceremony site & reception including placement of any wedding accessories (welcome table, favors, tablescape, place cards).
- Directing ceremony processional and recessional & executing your timeline and plans as envisioned.
- Solving any unforeseen hiccups based on our discussions and your preferences.
- Assisting the wedding party and guests as needed
- Distribute final payment and gratuities to vendors. Assist with securing of decor items to keep at the end of the night.