



## WEDDING SERVICE PACKAGES

### DAY-OF COORDINATION

*Day-of Coordination is for the couple who needs an extra set of hands so all aspects of the event are managed. The work starts several months before your wedding to document the details and create the perfect timeline. We are on-site for 10 hours of service to ensure everything runs seamlessly and your plans are executed.*

#### **Timeline Creation and Management**

- We create a shareable, personalized timeline for you and your vendors that documents exactly what needs to happen and when. From the ceremony start and end time, to timing transportation, and vendor arrivals/departures, we don't miss a thing!

#### **Vendor Management**

- Let us finalize all details with vendors 1-2 weeks before your event so everyone is on the same page. We will oversee your selected vendors and make sure that all stay on schedule throughout the day.

#### **Décor Details and Finishing Touches**

- We assist in the set-up of any personal items such as guestbooks, favors, place cards so they are displayed exactly where you want them.

#### **Orchestrate Key Moments**

- We work with your photographer and videographer to ensure those big moments like first looks, private moments, dances, speeches and so much more happen when and how they should.

#### **Ceremony Management**

- We direct guests to their seats, organize ushers, cue music requests, etc. You also need to get down the aisle and we make sure everyone is ready to rock and roll.

#### **The Party People**

- With timeline and watches in-hand, we make sure the ceremony, cocktail hour, and reception start and are executed to your specifications.

#### **Problem Solvers**

- From minor snags like last minute dress or suit mending to bigger challenges like rain contingency plans, we are there to troubleshoot any problem that may occur.

#### **Organization**

- We have talked it all out so rest assured that we have the checklists, vendor contracts, schedules, space layouts, contact information, and more.

#### **Final Payments & Gratuities**

- You're busy getting married so we take care of distributing any final vendor payments and tips.

#### **Day of Emergency Kit**

- If it's needed, we have it for you!

**STARTS AT \$1800**

## PARTIAL PLANNING

*The partial planning service is for the couple who has a strong vision of their big day but isn't quite sure how to make it a reality. It expands on the Day of Coordination service to include finalizing design details to ensure your day is what you always imagined. Our partial planning package includes unlimited email correspondence and phone calls and all of the amazing perks of Day of Coordination and on-site services!*

### **Let's Make a Plan**

- A preliminary meeting to discuss your desired aesthetic and to understand your vision and priorities. This is the game plan meeting! We'll have frequent meetings after this to ensure everything is perfect.
- You'll have access to our wedding planning checklist and list of preferred vendors.
- We collaborate with the vendor team you assembled to incorporate their services into the design.

### **Now Make it Pretty**

- One venue walkthrough to evaluate the space, discuss logistics, and document everything for design.
- Together we provide guidance on styling, theme, and decor.
- We create digital mock-ups of venue design and décor. You actually get to see your vision come to life!
- Provide recommendations when needed on where to secure design elements for rentals or purchase.

### **The Big Day**

- We work together to create your timeline for the big day.
- The vendor team is looped in to tie up any last minute to-dos, given your timeline, and instructed to treat us as their first point of contact.
- We're on-site for 10 hours of service.
- Don't worry about finishing touches on your decor, we take care of that!
- The arrival of guests, coaching of the wedding party, and ceremony is handled by us.
- We work with your photographer and videographer to orchestrate key moments like the first look, vow readings, or alone time to ensure all aspects of your timeline are executed.
- We handle any unforeseen hiccups, emergencies, or implementation of contingency plans. Our emergency kit seriously has everything. It's excessive.
- Do you still have final payments or tips to distribute? We take care of that too!

**STARTS AT \$ 3500**

## FULL PLANNING & DESIGN

*This full service package is for the couple who needs assistance with every aspect of their big day! We are there with you through every step of the planning process, from picking the date and venue, to design, vendor selection, creation of the event timeline, and total event coordination. Our Full Planning & Design package includes unlimited email correspondence and phone calls as well as all items listed under our partial and day of coordination packages!*

### Let's Make a Plan

- A preliminary meeting to discuss your desired aesthetic and to understand your vision and priorities. This is the game plan meeting! We'll have frequent meetings after this to ensure everything is perfect.
- You'll have access to our wedding planning checklist.
- Create a 12-month wedding planning checklist from engagement to wedding day with key deadlines.
- Everyone has a budget, we'll help you stick to it.

### Assemble the Team

- Offer vendor referrals and recommendations.
- Research Vendors and secure contracts with a venue, caterer, photographer/videographer, florist, baker, DJ/band, rentals including lighting & décor, transportation, hotel blocks, invitation suite, and beauty professionals.
- Negotiate pricing with vendors within budget limits.
- Attend vendor meetings if desired (additional cost for out-of-town meetings).

### Invite Party People

- Help create and manage your guest list.
- Track RSVPs and follow up with guests as needed.
- Manage wedding website and/or online RSVP system.

### Make it Pretty

- Advise on color schemes, styles & themes.
- One venue walkthrough to evaluate the space, discuss logistics, and document everything for design.
- Create floor plan & layout for venue and vendor stations.
- Guide couple in choosing flowers, linens, centerpieces, decorations, paper goods etc.
- Help design ceremony program, menus, place cards.
- Creation of digital mock-ups so you can see your vision come to life throughout the planning process.

### The Big Weekend

- We work together to create your timeline for the entire weekend.
- The vendor team is looped in to tie up any last minute to-dos, given your timeline, and instructed to treat us as their first point of contact.
- We are on-site (10 hours) to manage every aspect of the day.
- Don't worry about finishing touches on your decor, we take care of that!
- We work with your photographer and videographer to orchestrate key moments like the first look, vow readings, or alone time to ensure all aspects of your timeline are executed.
- From getting ready, the ceremony, cocktail hour, and reception up to dancing are managed by us!
- We handle any unforeseen hiccups, emergencies, or implementation of contingency plans. Also, our emergency kit has everything...it's excessive.
- Any final payments or tips are discreetly distributed by us.
- Gifts, cards, and personal/sentimental items are collected and placed in a secure location before departing.

**STARTS AT \$ 5000**

## ADDITIONAL SERVICES

### REHEARSAL COORDINATION

*For couples who have planned and executed their vision for the big day but are unsure about the physical aspects of the ceremony. We are there to help guide you, the officiant, family, and the wedding party during the rehearsal.*

- A preliminary meeting to discuss your desired aesthetic and develop a planning strategy that best fits your overall vision and timeline
- Unlimited email correspondence and phone calls
- Rehearsal guidance and management
  - Walk through of ceremony
  - Officiant and wedding party placement
  - Ceremony exit

STARTS AT \$ 200 (LOCAL)

### COFFEE WITH A PLANNER

*This service is for the couple who isn't sure about a planner but may have questions about anything from logistics to wedding day etiquette and want professional feedback. Let's spend 2 hours, in person or virtually, to answer any questions you have about your big day.*

STARTS \$ 250

### MEETING WITH A VENDOR

*Do you have a vendor meeting planned and you need expert support? We'll review your contract, discuss your needs, and attend a meeting to ensure you get the most out of your vendor/client relationship.*

STARTS AT \$ 250