



WEDDING
SERVICES & PRICING

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Day of Coordination Package

Our Day of Coordination Package is really a “month of” coordination package. In order to do our job properly, we need to begin familiarizing ourselves with the details about 4-6 weeks prior to your wedding! This package is ideal for couples who are taking care of all the planning details (i.e. vendor selection, budget management, and planning management) and just need some assistance to bring everything together in the final month leading up to the wedding and of course on the day of!

Guest Count	Rate	Number of Hours on Wedding Day	Number of Coordinating Assistants
<i>Up to 150 guests</i>	<i>\$3,630</i>	<i>Up to 12 hours</i>	<i>2</i>
<i>150-250 guests</i>	<i>\$4,750</i>	<i>Up to 13 hours</i>	<i>3</i>
<i>250-450 guests</i>	<i>\$5,750</i>	<i>Up to 14 hours</i>	<i>4</i>
<i>450+ guests</i>	<i>\$6,650</i>	<i>Up to 15 hours</i>	<i>4</i>

Travel fees applicable for weddings more 100 miles from Washington DC Metropolitan area

- unlimited communication from the date of contract
- calling all vendors to verify details of their services and any remaining balances 1 month prior to the wedding
 - including:
 - reviewing all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - reviewing music list for special events with DJ
 - confirming arrival time, start time, and strike time of vendors per their contracts
 - inquiring about final payments and balances due prior to or on the day of the wedding
 - communicating desired photo locations
 - receiving copies of insurance (when necessary) to give to venue
 - sending a copy of the venue’s policies and protocols to all vendors
 - distributing timeline to vendors prior to the wedding day

- creating a wedding timeline
- a venue walk through prior to the wedding (pending availability, walk through must be scheduled on Monday-Thursday 9am-9pm)
- work with venue and client to create final floor plan
- assistance with seating chart, ceremony program, and other signage creation
- 1 hour of service for ceremony rehearsal
- making sure all decorations are set up per your instructions (instruction to be provided prior to the wedding)
- ensuring all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- providing emergency Bridal Kit

including:

- scissors
- emergency sewing kit
- bobby pins/hair ties
- makeup remover
- unopened makeup samples (i.e. mascara, foundations, lipstick, eyelash glue, etc.)
- unopened deodorant
- tissues
- super glue
- small first aid kit (ibuprofen, bandaids, etc.)
- emergency water
- granola bars
- contact solution
- tooth floss/mints

*** The items in this kit are to be used in the event of an emergency and not to be

depended on as the primary source of these materials.

- managing vendors per your instructions on the day of the wedding
 - including but not limited to:
 - manage vendor setup and breakdown at the ceremony and reception sites
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
- ensuring marriage license is signed and returned to a predetermined safe space
- organizing and distributing all personal flowers to wedding party, family members, and special guests
- placing table names, place cards, favors, etc. per your instructions
- cueing bride, groom and bridal party, for special events
- lining up bridal party for ceremony
- guiding guests to appropriate areas for varying events (i.e cocktail hour, dinner area, dancing area, etc.) as necessary

- ensure payment of vendor tips and balances
- collect personal items after the wedding

Partial Planning Package

This package is ideal for couples looking for support to find just a few of their vendors, manage their budget, manage the planning process, and a designated professional team on the day of their wedding to keep things running smoothly!

Day of coordination included in this package!

Guest Count	Rate	Number of Hours on Wedding Day	Number of Coordinating Assistants
<i>Up to 50 guests</i>	<i>\$3,850</i>	<i>Up to 12 hours</i>	<i>2</i>
<i>50-250 guests</i>	<i>\$5,150</i>	<i>Up to 13 hours</i>	<i>3</i>
<i>250-450 guests</i>	<i>\$6,920</i>	<i>Up to 14 hours</i>	<i>4</i>
<i>450+ guests</i>	<i>\$7,950</i>	<i>Up to 15 hours</i>	<i>4</i>

Travel fees applicable for weddings more 100 miles from Washington DC Metropolitan area

- unlimited communication from the date of contract
- 1 scheduled monthly meeting
 - ***more meetings can be arranged per your request, but I require a minimum of 1 meeting a month to ensure the planning is on track. There is a maximum 1 in person meeting and 2 scheduled phone meetings per month. (Maximums not applicable to events occurring in less than 3 months from the time of booking)
- creating planning outline/timeline
- design consultation and guidance throughout planning
- creating budget outline
- assistance with managing budget throughout planning
- providing curated list of options for up to 3 vendors (additional available for \$150/vendor type)
 - Options include but not limited to:
 - Venue
 - Rentals
 - Caterer(s)
 - Bakery
 - Photographer
 - Videographer

- Bartenders
- Officiant
- DJ
- Live band/other musicians
- Florist
- Hair & makeup teams
- Dress shops
- Tux rentals/shops
- Hotels for room blocks
- Hotel for bride and groom
- reviewing vendor contracts
- attend meetings with vendors (pending availability- meetings must be scheduled Monday-Thursday)
- contact with vendors throughout planning
- creating a wedding timeline
- calling all vendors to verify details of their services and any remaining balances 1 month prior to the wedding
 - including:
 - reviewing all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - reviewing music list for special events with DJ
 - confirming arrival time, start time, and strike time of vendors per their contracts
 - inquiring about final payments and balances due prior to or on the day of the wedding
 - communicating desired photo locations
 - receiving copies of insurance (when necessary) to give to venue
 - sending a copy of the venue's policies and protocols to all vendors
 - delivering timeline prior to the wedding
- a venue walk through prior to the wedding (pending availability, walk through must be scheduled Monday-Thursday)
- work with venue and client to create final floor plan
- assistance with seating chart, save the date & invitation, and ceremony program creation
- 1 hour of service for ceremony rehearsal
- making sure all decorations are set up per your instructions (instruction to be provided prior to the wedding)
- ensuring all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- providing emergency Bridal Kit
 - including:
 - scissors
 - emergency sewing kit
 - feminine products

- bobby pins/hair ties
- makeup remover
- unopened makeup samples (i.e. mascara, foundations, lipstick, eyelash glue, etc.)
- unopened deodorant
- tissues
- super glue
- small first aid kit (ibuprofen, bandaids, etc.)
- emergency water
- granola bars
- contact solution
- tooth floss/mints

*** The items in this kit are to be used in the event of an emergency and not to be depended on as the primary source of these materials.

- managing vendors per your instructions including but not limited to:
 - manage vendor setup at the ceremony and reception sites
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
- ensuring marriage license is signed and returned to a predetermined safe space
- organizing and distributing all personal flowers to wedding party, family members, and special guests
- placing table names, place cards, favors, etc. per your instructions
- cueing bride, groom and bridal party, for special events
- lining up bridal party for ceremony
- guiding guests to appropriate areas for varying events (i.e cocktail hour, dinner area, dancing area, etc.) as necessary
- ensure payment of vendor tips and balances
- collect personal items after the wedding

Full Planning Package

With this package you can chose to be as hands on or as hands off of the wedding planning as you like! This package is ideal for couples looking for full support throughout the planning process. We will be there for every step of planning to bring everything together in a way that represents your own personal style and relationship!

Day of coordination included in this package!

Guest Count	Rate	Number of Hours on Wedding Day	Number of Coordinating Assistants
<i>Up to 100 guests</i>	<i>\$6,050</i>	<i>12 hours</i>	<i>2</i>
<i>100-250 guests</i>	<i>\$7,800</i>	<i>13 hours</i>	<i>3</i>
<i>250-450 guests</i>	<i>\$8,900</i>	<i>14 hours</i>	<i>4</i>
<i>450+ guests</i>	<i>\$10,500</i>	<i>15 hours</i>	<i>4</i>

Travel fees applicable for weddings more 100 miles from Washington DC Metropolitan area

- unlimited communication from the date of contract
- 1 scheduled monthly meeting
 - ***more meetings can be arranged per your request, but I require a minimum of 1 meeting a month to ensure the planning is on track. There is a maximum of 1 in person meeting and 2 scheduled phone meetings per month. (Maximums not applicable to events occurring in less than 4 months from the time of booking)
- creating planning outline/timeline
- design consultation and guidance throughout planning
- creating budget outline
- assistance with managing budget throughout planning
- providing options for all vendors
 - options include:
 - Venue
 - Rentals
 - Caterer(s)
 - Bakery
 - Photographer
 - Videographer

- Bartenders
- Officiant
- DJ
- Live band/other musicians
- Florist
- Hair & makeup teams
- Dress shops
- Tux rentals/shops
- Hotels for room blocks
- Hotel for bride and groom
- reviewing vendor contracts
- attend meetings with vendors (pending availability- meetings must be scheduled on Monday-Thursday)
- contact with vendors throughout planning
- calling all vendors to verify details of their services and any remaining balances 1 month prior to the wedding
 - including:
 - reviewing all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - reviewing music list for special events with DJ to ensure everyone is on the same page
 - confirming arrival time, start time, and strike time of vendors per their contracts
 - inquiring about final payments and balances due prior to or on the day of the wedding
 - communicating desired photo locations
 - receiving copies of insurance (when necessary) to give to venue
 - sending a copy of the venue's policies and protocols to all vendors
- creating a wedding timeline
- a venue walk through prior to the wedding (pending availability, walk through must be scheduled on a weekday)
- work with venue and client to create final floor plan
- assistance with seating chart, save the date & invitation, ceremony program creation
- 1 hour of service for ceremony rehearsal
- making sure all decorations are set up per your instructions (instruction to be provided prior to the wedding)
- ensuring all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- providing emergency Bridal Kit
 - including but not limited to:
 - scissors
 - emergency sewing kit
 - feminine products
 - bobby pins/hair ties

- makeup remover
- unopened makeup samples (i.e. mascara, foundations, lipstick, eyelash glue, etc.)
- unopened deodorant
- tissues
- super glue
- small first aid kit (ibuprofen, bandaids, etc.)
- emergency water
- granola bars
- contact solution
- tooth floss/mints

*** The items in this kit are to be used in the event of an emergency and not to be depended on as the primary source of these materials.

- managing vendors per your instructions
- managing vendor setup at the ceremony and reception sites including but not limited to:
 - informing vendors of where to set up
 - ensuring vendors have all of the pre-discussed materials they may need as outlined in their individual contracts (i.e power source, table, table linen, chairs, running water, etc.)
 - cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
 - informing all vendors of policies and protocols of venue and checking in to ensure everyone is following procedure
- ensuring marriage license is signed and returned to a predetermined safe space
- organizing and distributing all personal flowers to wedding party, family members, and special guests
- placing table names, place cards, favors, etc. per your instructions
- cueing bride, groom and bridal party, for special events
- guiding guests to seats when the ceremony is 5 minutes from starting
- lining up bridal party for ceremony
- guiding guests to appropriate areas for varying events (i.e cocktail hour, dinner area, dancing area, etc.) as necessary
- ensuring payment of vendor tips and balances
- collecting personal items after the wedding

Elopement Package

There are a million reasons people choose to elope, but whatever your reasoning may be don't go it alone! With this package I hear your vision and within 1 week to 2 months (depending on your preferences) I will create the perfect intimate, romantic day to kick your married lives off the right way! You can choose to be as involved or uninvolved as you would prefer in the planning process.

Day of Coordination included in this package!

	50 miles or less from Washington DC	50-150 miles from Washington DC	150-300 miles from Washington DC	300+ miles from Washington DC
Just Us	\$500	\$650	\$850	\$1,250
Up to 10 guests	\$850	\$1,000	\$1,200	\$1,600
Up to 25 guests	\$1,250	\$1,500	\$1,600	\$2,000

Travel fees are included in the price of the package!

- unlimited communication from the date of contract
- creating planning outline/timeline
- design consultation and guidance
- creating budget outline
- assistance with managing budget throughout planning
- providing options for all vendors
 - options include but not limited to:
 - Ceremony venue
 - Dinner/small reception venue
 - Rentals
 - Caterer(s)
 - Bakery
 - Photographer
 - Videographer
 - Bartenders
 - Officiant
 - Florist
 - Hair & makeup teams
 - Dress shops
 - Tux rentals/shops

- Hotel for bride and groom
- reviewing vendor contracts
- attend meetings with vendors (pending availability- meetings must be scheduled on Monday-Thursday)
- contact with vendors throughout planning
- calling all vendors to verify details of their services and any remaining balances 1 week prior to the elopement
 - including but not limited to:
 - reviewing all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - inquiring about final payments and balances due prior to or on the day of the wedding
 - communicating desired photo locations
 - receiving copies of insurance (when necessary) to give to venue
 - sending a copy of the venue's policies and protocols to all vendors
- creating a wedding timeline
- a venue walk through prior to the wedding (pending availability, walk through must be scheduled on a weekday)
- making sure all decorations are set up per your instructions (instruction to be provided prior to the wedding)
- ensuring all decorations are returned to the appropriate vendor or personal vehicle (to be discussed prior to the wedding)
- providing emergency Bridal Kit

including but not limited to:

- scissors
- emergency sewing kit
- feminine products
- bobby pins/hair ties
- makeup remover
- unopened makeup samples (i.e. mascara, foundations, lipstick, eyelash glue, etc.)
- unopened deodorant
- tissues
- super glue
- small first aid kit (ibuprofen, bandaids, etc.)
- emergency water
- granola bars
- contact solution
- tooth floss/mints

*** The items in this kit are to be used in the event of an emergency and not to be depended on as the primary source of these materials.

- managing vendors per your instructions
- managing vendor setup at the ceremony and reception sites

including but not limited to:

- informing vendors of where to set up
- ensuring vendors have all of the pre-discussed materials they may need as outlined in their individual contracts (i.e power source, table, table linen, chairs, running water, etc.)
- cue DJ/photo/video teams for important events (i.e ceremony, first dance, cake cutting, etc.)
- informing all vendors of policies and protocols of venue and checking in to ensure everyone is following procedure
- ensuring marriage license is signed and returned to a predetermined safe space
- organizing and distributing all personal flowers to wedding party, family members, and special guests
- placing table numbers, place cards, favors, etc. per your instructions
- cueing bride, groom and bridal party, for special events
- guiding guests to seats when the ceremony is 5 minutes from starting
- guiding guests to appropriate areas for varying events (i.e cocktail hour, dinner area, dancing area, etc.) as necessary
- ensuring payment of vendor tips and balances
- collecting personal items after the wedding

Other Services

Wedding Coaching

\$35/month for up to 1.5 hours of phone or Facetime meeting. Pay as you go!

- Unlimited email access through the month
- Mapping out planning timeline
- Assist on budgeting (create a full budget outline and breakdown)
- Coaching on how to decide on vendors
- Look over contracts
- Design consultation

Engagement Party, Bridal Shower, or Rehearsal Dinner Full Planning

****price is per event****

Guest count	Rate	Number of Hours on Day of Event	Number of Coordinating Assistants
<i>Up to 50 guests</i>	<i>\$850</i>	<i>8</i>	<i>0</i>
<i>50-100 guests</i>	<i>\$1,250</i>	<i>8</i>	<i>1</i>
<i>100-200</i>	<i>\$1,650</i>	<i>8</i>	<i>2</i>
<i>200-400</i>	<i>\$2,050</i>	<i>9</i>	<i>3</i>
<i>400+</i>	<i>\$2,450</i>	<i>10</i>	<i>4</i>

******Travel fees applicable for weddings more than 50 miles from North Hollywood, CA***

- unlimited communication from the date of contract
- 1 scheduled monthly meeting
 - ***more meetings can be arranged per your request, but I require a minimum of 1 meeting a month to ensure the planning is on track. There is a maximum of 1 in person meeting and 2 scheduled phone meetings per month (Maximums not***

applicable to events occurring in less than 2 months from the time of booking)

- creating planning outline
- design consultation and guidance throughout planning
- creating budget outline
- assistance with managing budget throughout planning
- providing options for activities for the event
- providing options for all vendors
 - including but not limited to:
 - Venue
 - Rentals
 - Caterer(s)
 - Bakery
 - Photographer
 - Videographer
 - Bartenders
 - Officiant
 - DJ
 - Live band/other musicians
 - Florist
 - Hair & makeup teams
- reviewing vendor contracts
- contact with vendors throughout planning
- calling all vendors to verify details of their services and any remaining balances 1 month prior to the event
 - including but not limited to:
 - reviewing all orders to be delivered or picked up (i.e. rentals, florals, cake, catering, etc.)
 - reviewing music list for special events with DJ to ensure everyone is on the same page
 - confirming arrival time, start time, and strike time of vendors per their contracts
 - inquiring about final payments and balances due prior to or on the day of the event
 - communicating desired photo locations
 - receiving copies of insurance (when necessary) to give to venue
 - sending a copy of the venue's policies and protocols to all vendors
 - distributing timeline to all vendors prior to event
- creating timeline
- working with venue and client to create final floor plan
- assistance with seating chart & invitations
- setting up all decorations per your instruction (instruction to be provided prior to the event)
- ensuring all decorations are returned to the appropriate vendor or personal vehicle (to be

- discussed prior to the event)
- managing vendors per your instructions
 - managing vendor setup at the ceremony and reception sites
 - including but not limited to:
 - informing vendors of where to set up
 - ensuring vendors have all of the pre-discussed materials they may need as outlined in their individual contracts (i.e power source, table, table linen, chairs, running water, etc.)
 - cue DJ/photo/video teams for important events
 - informing all vendors of policies and protocols of venue and checking in to ensure everyone is following procedure
 - placing table names, place cards, favors, etc. per your instructions
 - guiding guests to appropriate areas for varying events as necessary
 - ensuring payment of vendor tips and balances
 - collecting personal items after the event