

CONTACT US

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JUSTIN CASANOVA PHOTOGRAPHY & FILMS

PLANNING

COORDINATION

DECOR PLANNING

EVENT PRODUCTION

PRICING & SERVICES

SERVICES	DAY OF COORDINATOR	THE PLANNER PACKAGE	PARTIAL PLANNING	FULL PLANNING
Rehearsal and up to 12 hours Day of	✓	✓	✓	✓
Set Up/ Tear Down/ Decor help	✓	✓	✓	✓
Access to questions, Vendor Referrals	✓	✓	✓	✓
Access to Client Closet, Preferred Vendor Offers		✓	✓	✓
Customized Personal Planner for Quinceanera to keep track of info		✓	✓	✓
Budget Planning, Vendor Meetings and Assistance with Planning			✓	✓
Personalized Consultations for Timeline Planning, Decor Planning, and Finalizing Meetings				✓
	starting at \$1000	starting at \$1500	starting at \$2000	starting at \$2500



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Quinceanera Coordinating Packages 2024

Get ready to sprinkle some magic on your Quinceanera with our Coordination Packages for 2024! Say goodbye to planning stress and hello to a team of event professionals who will make your event dreams come true!

Full Planning & Event Supervision Package \$2500

\$400 non-refundable deposit required to reserve your date.

Includes 2 Professional Event Coordinators for your event for your Day of Reception!

This package is for the family that wants guidance from start to finish or who isn't interested in all of the appointment and detail elements that are involved with planning and would like someone to finalize certain details for them. It covers all of the details that go into making a Quinceanera truly memorable.

*Initial consultation with the family/client

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

*At least three minimum Personalized planning meetings between clients and planner

- *Help to prepare and understand a budget
- *Prepare a schedule/timeline and checklists
- *Assist with site tours, selection and booking of ceremony and reception venues
- *Assist with selecting a color scheme, theme and style of the Quince
 - *Answer etiquette questions
- *Assist with selection of Quince attire and accessories, accompaniment to fittings if desired
 - *Help with finding, negotiating, and booking suitable vendors. We will schedule appointments and accompany clients to up to three meetings per vendor category if requested
- *Coordinate with vendors to ensure services/products are provided in a timely manner
 - *Ongoing updates and consultation with clients about Vendors services/products
- *Assist with the choosing of invitations, help with all stationary needs and signs
 - *Assistance with tracking tools for RSVP's and who will be attending
 - *Ceremony planning
 - *Prepare itineraries to be provided to vendors
- *Final walk-through with client at selected sites month of the Quince
 - *Final timelines prepared the month of the Quince
 - *Final consultation with vendors the month of the Quince
- *Final meeting covering all details with client, the month of Quince and the week prior to the Quince. This two hour planning meeting will include:
 - ** Ceremony planning, processional, recessional, placement
 - ** Preparation of rehearsal and Quince day itinerary as a timeline to be provided to client and vendors
 - ** Final walk-through with client at selected sites week of the Quince (meeting should include decorators if possible)
- ** Collection and inventory of Quince items to be setup on Quince day, such as candles, photographs, guest books, Quince favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

Partial Planning and Event Supervision Package \$2000.00

\$300 non-refundable deposit required to reserve your date.

Includes 2 Professional Event Coordinators for your event.

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

*Venue Selection & negotiation

*1 Initial planning meeting to develop an event style, determine goals and priorities and to put a plan in place for moving forward with budget, planning and design objectives

*Create a comprehensive budget projections and planning timeline for clients enabling them to stay on track and on budget

*Facilitate choice of appropriate vendors including, but not limited to décor, catering, rentals, linens, entertainment, photography, video, lighting, hotel room blocks for out of town guests, invitations and stationery, favors, staffing needs, transportation, event insurance, and more based on style, availability, and price

*Streamline and make vendor introductions via email so client can make appointments with vendors based on their availability – a specified number of meetings to attend vendor meetings of client's choice

*Review vendor contracts and make recommendations

*Develop and present design and flow concepts inspired by the client that are appropriate to the time of day and chosen setting

*Work with designated catering contact, floral designer, prop and rental companies, lighting technicians, etc to carry concept through overall presence of each individual element of the event.

*Present unique ideas to compliment chosen design concept for invitations, favors, and all the other details going into the reception

*Advisement on etiquette and troubleshooting any challenges that come up while planning

The Planner Quinceanera Package \$1500.00

\$300 non-refundable deposit required to reserve your date.

Includes 2 Professional Event Coordinators for your event for your Rehearsal and Ceremony/Reception!

Work with one of our highly trained Senior Event Coordinators in the final 3 months prior to your event to implement your event smoothly and effectively.

This Package includes:

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

- * Consultation with Quinceanera/Family to find out information about their timeline and determine how they wish the event to flow
 - * Preparation of an event timeline, distribution of timeline to vendors
 - * Direct or assist with rehearsal in partnership with or in lieu of officiant at the rehearsal (up to two hours)
- * Final collection of event items at rehearsal to be set up on event day, such as candles, photographs, guest books, event favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.
- * Consultations with family/quinceanera to find out information about their event and determine how they wish the event to flow * Preparation of a rehearsal and event day timeline, distribution of timeline to vendors/event party
 - * Direct or assist with rehearsal in partnership with or in lieu of officiant at the rehearsal (up to two hours)
- * Final collection of event items at rehearsal to be set up on event day, such as candles, photographs, guest books, event favors, toasting glasses, serving sets, programs, seating cards, table numbers, etc.

Day of Coordinator - Quinceanera \$1000

\$300 non-refundable deposit required to reserve your date. Includes 2 Professional Event Coordinators for your Quinceanera.

Rehearsal Coordination (Up to 2 Hours)

Up to 12 Hours of Event Management

Assistance with Set Up and Tear Down

Vendor Check-in

Usage of Emergency Kit

Email/Text access for questions!

One Venue Visitation Meeting for Layout Creation

One Virtual Meeting for Timeline Creation

Hire a Coordinator Hourly for Day Of

\$50/hour, 4 hour min

Initial Consultation is always no charge to you! We have a minimum of 4 hours for Day of Rate for a Quince.

Want an assistant EC (Event Coordinator) to help the Lead Event Coordinator with your day of itinerary? \$25/hour rate.

Terms / Additional Costs

** (Additional Staff is required for guest count 100+ or 10+ Quince party, and/or larger decor/set up needs as assessed in consultation.)

** Cleaning/Trash is not included, staff can be hired for this and is an additional cost.

After Hours Pick Up/Drop Off Fee - \$100.00 (Up to 2 hours or 1-2 Vendors, for numerous Vendor returned items additional charges may be assessed)