



## Penny's From Heaven \$4,500 + (or 10% of overall budget, greater of the two)

- ★ One Event Coordinator & two assistants day of event.
- ★ *Coordinate location, tastings, designer, DJ, photographer, etc.*
- ★ *Attend rehearsal to make sure all runs as planned for the day of.*
- ★ We review all of the vendor contact information and copies of contracts.
- ★ 2 weeks before your wedding we follow up with all of your vendors, provide them with our contact information, go over all of the details with them as well as advise them of any changes.
- ★ Confirm time vendors will be arriving & make sure that they have the correct address of the ceremony and reception site(s).
- ★ Final consultation to determine the order of service for your event day (up to 2 hours)
- ★ *Create detailed timeline of the day and provide copies to all necessary parties*
- ★ Oversee Setup of ceremony and reception sites
- ★ Supervision of all event vendors
- ★ Proper placement of place-cards, favors, cake cutting utensils, setting up the gift table, guest books and other displays
- ★ Cue musicians during the ceremony, reception & grand entrance.
- ★ Use of Emergency Kit
- ★ Distribution of final payments & gratuities to all vendors.
- ★ We will pack up any of your personal items, and decor that you want to keep. We also make sure all of your gifts and cards make it into the appropriate car or hand it off to the person of your choice.

## Pretty Penny: \$2,000 + (or 7% of overall budget, greater of the two)

- ★ One Event Coordinator & one assistant day of event.
- ★ For the event planner type bride who planned/coordinated her own wedding.
- ★ We review all of the vendor contact information and copies of contracts.
- ★ 1 week before your event we follow up with all of your vendors, provide them with our contact information, go over all of the details with them as well as advise them of any changes.
- ★ Confirm time vendors will be arriving & make sure that they have the correct address of the ceremony and reception site(s).
- ★ Final consultation to determine the order of service for your event day (up to 2 hours)
- ★ Oversee Setup of ceremony and reception sites
- ★ Supervision of all event vendors
- ★ Proper placement of place-cards, favors, champagne flutes, cake cutting utensils, setting up the gift table, guest books and other displays
- ★ Cue musicians during the ceremony, reception & grand entrance.
- ★ Use of Emergency Kit
- ★ Distribution of final payments & gratuities to all vendors.
- ★ We will pack up any of your personal items, and decor that you want to keep. We also make sure all of your gifts and cards make it into the appropriate car or hand it off to the person of your choice.

Approximately 15 hours of service

## Penny for your Thoughts: \$1,000 + (or 2.5% of overall budget, greater of the two)

- ★ One Event Coordinator & one assistant day of event at event location only.
- ★ Design and set up decor at event location (separate fee for decorations)
- ★ Supervision of all event vendors
- ★ Proper placement of place-cards, favors, champagne flutes, cake cutting utensils, setting up the gift table, guest books and other displays
- ★ We will help pack up any of your personal items, and decor that you want to keep.
- ★ We also make sure all of your gifts and cards make it into the appropriate car or hand it off to the person of your choice.

Approximately 8 hours of service

## Penny Saved a Penny Earned: \$500 +

(2-3 hours of set up; price varies due to size of location & details of décor)

- ★ Consultation to determine the layout of the décor
- ★ Two “Penny’s Going Places” Staff members
- ★ Decorate event location (client provides decorations)
- ★ Proper placement of place-cards, favors, champagne flutes, cake cutting utensils, setting up the gift table, guest books and other displays

## Penny Pincher: \$Varies

(A La Carte - Itemized)

- ★ Candy Station: \$4.50/pp plus cost of extra theme decor if any
- ★ Centerpieces: \$20 and up
- ★ Favors: \$5 and up
- ★ DJ: \$800 and up
- ★ Hostess: \$300 and up
- ★ Server: \$25/h



347-739-7392

[www.PennysPartyPlace.com](http://www.PennysPartyPlace.com)

845-204-9153