



WEDDING PACKAGES

A COORDINATION \$2500*

- up to 12 hours day-of coverage (additional hours available for purchase)
- 1 final prep meeting (additional meetings available for purchase)
- 1 hour ceremony rehearsal
- 1 venue walkthrough (based on availability)
- vendor communication & coordination
- floor plan/ layout assistance
- vendor guidance & recommendations
- day-of timeline creation
- limited setup & breakdown assistance
- open lines of communication leading up to wedding day

B PLANNING \$4500+*

*includes all offerings from package A

- assistance & guidance with theme, color palette, decor, design, etc.
- vendor research & quoting assistance
- additional meetings (as needed)
- paper assembly (save-the-dates, invites, seating cards, programs, etc.)
- customized planning timelines & checklists
- progress check-ins
- access to custom planning guides & helpful tips
- as much or as little planning as desired
- open lines of communication & support throughout the planning process

*extra charges apply for travel & lodging outside of the Louisville, KY service area

*all packages can be customized & priced to meet your unique needs; all prices reflected above are base prices depending on level of customization & add-ons

*an additional assistant is available for extra daily charge

*certain events, (based on size & scale), will require an assistant, this will be communicated prior to booking

*a non-refundable deposit of half the price of service(s) is due at the time of booking & contract signing; remainder of balance is due 1 week before event

*initial consultation is required before booking & signing contract



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WEDDINGS & EVENTS



ADDITIONAL INFORMATION & CONSIDERATIONS

TRAVEL

- all packages include travel within & up to 30 miles outside of downtown Louisville, KY & anything outside of that is subject to an additional travel & lodging charge
- weddings or events not in Louisville, Shelbyville, Simpsonville, LaGrange, Taylorsville, Jeffersonville, or New Albany are considered "out-of-town" and will incur a travel fee and require lodging reimbursement
- you must cover the cost of parking at all venues if not included as well as any tolls associated with travel to/from your venue

ADDITIONAL CHARGES & CONSIDERATIONS

- unless otherwise notified, it is assumed dinner will be provided on reception day for any Palazzo Weddings & Events hired staff
- you are solely responsible for all vendor contracts & payments
- you are solely responsible for all personal items in & at the venue(s)
- some venues may require you to purchase a small liability insurance policy for your event (this is not the same as my business's liability insurance)
- 1-hour rehearsals are always included (if in or within 30 miles of downtown Louisville); any rehearsal needing additional time or set up will incur additional charges for time & travel
- any additional meeting(s) purchased are standard 1-hour meetings & can be used for purposes such as vendor meetings, additional venue walk-throughs, etc.
- as of 1/1/2023, all Kentucky wedding & event planning service providers are required to charge the 6% KY state sales tax on all services

ADDITIONAL SERVICES & ADD-ONS

- rehearsal dinners & welcome parties
- hotel bag assembly & drop-off
- setup & breakdown add-ons
- showers
- engagement parties
- RSVP tracking



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